

The Sacramento Area Council of Governments (SACOG) is seeking qualified candidates for up to two positions available. The position(s) will be filled at the appropriate level, based on the qualifications of the successful candidate(s). The position will report to SACOG's Director of Transportation Services.

**Duties may include, but are not limited to, the following:**

**Programming:**

Oversees preparation of the Regional Transportation Improvement Program (RTIP), federally-funded regional programs, and other programs; Develops strategies to take advantage of federal and state funding opportunities; Interprets programming laws, guidelines and regulations; Reviews project scope, cost, and schedule for programming and funding; Guides the public process, and represents SACOG at public and agency meetings, to evaluate, review, and recommend projects for regional programs; Makes or supervises presentations to the public, committees and elected boards, including the SACOG Board of Directors; Prepares special studies and project-specific reports;

**Project Delivery:**

Works with member jurisdictions, prepares reports, and monitors project status to ensure that the region delivers projects and maintains funding; Interprets, develops as needed, and implements policy and procedures for project delivery; Participates in negotiations with consultants, grantor agencies and regulatory bodies; Monitors progress of projects, including review of project reports, plans and studies; Manages tracking of project scope, cost, and schedule, and program amendments; Compiles data and informs, assists, and answers questions for SACOG Board of Directors, SACOG management, and other agencies; Oversees staff or contract work for environmental studies, documents, and processes for SACOG projects; Provides technical assistance, training and workshops to member agencies;

**Supervision:**

May be responsible for organizing the work of project delivery staff; Advises on resource and staffing levels for work program and SACOG budget; Participates in recommendations regarding the appointment of personnel; Trains or advocates training for assigned staff; Evaluates staff performance and works with assigned staff to correct deficiencies; Implements disciplinary procedures as required and may recommend termination; Performs related duties as needed or assigned by SACOG management.

**Salary:** \$76,656-\$106,806 annually depending on qualifications.

**Employment Standards:**

**Knowledge of:** Principles and practices of environmental process, project delivery, and funding programs related to transportation projects; Pertinent statutes, regulations, and guidelines for federal, state, and local programs; Organization and functions of the various agencies involved in programming, regional planning, and project delivery; Effective contract administration methods and procedures; Principles and practices of administration, budget and personnel management; Principles and practices of supervision, training and performance evaluation.

**Ability to:** Analyze situations accurately and adopt effective courses of action; Interpret and explain complex and highly technical concepts; Communicate clearly and concisely, both in writing and orally; Foster a continuing customer-service working relationship with partner agencies; Present proposals and ideas effectively to SACOG's Board of Directors, local officials, and other interested groups and individuals; Establish and maintain effective and cordial working relationships with those contacted in the course of work; Facilitate meetings and bring parties to agreement; Assume independent responsibility for transportation projects; Supervise, train and evaluate staff; Use a personal computer and job-related software packages;

**Training & Experience:** Four years experience in program or project management. Bachelor's degree from an accredited university or college with major coursework in civil engineering, environmental law, public policy, or a related field. Graduate study in public administration or a related technical field is desirable. Professional Civil Engineering registration in California is desirable. Possession of a valid California driver's license is required.

**Benefits:**

**A generous benefit package includes:**

**Holidays**—SACOG employees observe 14 paid holidays per year.

**Hours**—The normal work-week is 40 hours; flexible hours may be arranged.

**Insurance**—Employer-paid medical, dental, life, and long-term disability insurance are available under group insurance plans. A portion of unused medical benefit is paid in cash to employees.

**Retirement**—Social Security and Public Employees' Retirement System 2.5% @ 55 coverage. Two deferred compensation programs are also available.

**Salary Increases**— Salary increases for contract employees are tied to performance objectives. Upon satisfactory service, non-contract employees receive a salary increase of 5% annually until the top of the salary range has been attained. Also, potential cost-of-living adjustments of up to 5% may be offered in the next three years for all employees.

**Paid Time Off**—Paid time of 18.67 hours per month during the first three years; 22 hours through the fifteenth year; and 25.34 hours thereafter.

**Career Development Program**—Generous training and educational opportunities.

**Other**—Subsidies up to \$100/month are available for non-auto commutes or for carpooling.

**Application Procedures:** Applicants **must** submit a detailed resume, cover letter and **fully completed** and **signed** SACOG Employment Application (available at [www.sacog.org](http://www.sacog.org)) to Human Resources, Sacramento Area Council of Governments, 1415 L Street, Suite 300, Sacramento, CA 95814 or [hr@sacog.org](mailto:hr@sacog.org), or fax to 916-321-9551.

The final filing date for this position is **Monday, January 25, 2010** at 4:00 P.M. or until adequate applications are received. Candidates determined to be the most qualified will be invited to an interview. Upon acceptance of an offer of employment, the successful applicant must submit the appropriate documentation of his/her legal right to work in the U.S.A.

**What is SACOG?** The Sacramento Area Council of Governments (SACOG) is a voluntary association of local governments formed by six counties: El Dorado, Placer, Sacramento, Sutter, Yolo, and Yuba, and twenty-two cities within those counties. SACOG is governed by a Board of Directors composed of County Supervisors and City Council members appointed by the member jurisdictions. The Board is advised by several policy and technical committees. A full-time staff is employed to implement SACOG policies and work programs, and to coordinate the efforts of consultants retained to augment the staff's efforts.

**What is the purpose of SACOG?** As the Metropolitan Planning Organization for the region, SACOG provides transportation planning and funding. In addition to preparing the region's long-range transportation plan and determining how to invest state and federal transportation funds, SACOG serves as an advisory agency to local government on matters of inter-jurisdictional concern, and has developed a comprehensive planning program in the areas of transportation, transit, air quality, affordable housing, aviation, and land use. SACOG also operates the Rideshare program and the motorist-aid call-box program.

**How is SACOG funded?** Funds for SACOG are obtained from local, state, and federal sources. Member cities and counties contribute a portion of the cost of the program with fees pro-rated on a population basis. The local contributions are used to match funds provided by various federal and state grantor agencies.

Interested applicants are urged to visit our website at [www.sacog.org](http://www.sacog.org) for further information.

Applicants who qualify under protection of the Americans With Disabilities Act (ADA) and require reasonable accommodation should notify SACOG at least five (5) working days prior to interview date.



**Sacramento Area  
Council of  
Governments**

1415 L Street, Suite 300  
Sacramento, CA 95814



**Sacramento Area  
Council of  
Governments**

Is seeking  
qualified individuals  
for the position of:

**Senior to Supervising Planner, or Manager  
Programming & Project Delivery**

\$76,656 - \$106,806 DOQ – Senior to Supervising Planner, or  
Manager  
Programming & Project Delivery

**Final Filing Date:  
Monday, January 25, 2010 @ 4:00 P.M.**

**Send required  
Documents to:**

**Sacramento Area  
Council of Governments**

1415 L Street Suite 300  
Sacramento, CA 95814  
Fax: 916.321.9551  
e-mail: [employment@sacog.org](mailto:employment@sacog.org)

*SACOG is an equal opportunity/  
affirmative action employer  
and maintains a drug-free and  
non-smoking workplace*