

Compensation and Benefits

The mid-point annual salary for the Transportation Programs Manager is \$122,096 and the actual salary will be dependent upon qualifications and experience. In addition to salary, Palo Alto offers a competitive benefits package that includes but is not limited to:

- ◆ **Retirement** – The City is a member of the California Public Employees' Retirement System (CalPERS). The City offers CalPERS with a benefit of 2% @ 60 for Classic members or 2% @ 62 for New members as defined by PEPRRA.
- ◆ **Medical Plan** – City pays a flat rate contribution (in 2016, up to \$1840 per month for family coverage) and employee pays in accordance to health plan option selected, between \$36.65 to \$802.07 per month.
- ◆ **Dental and Vision Plans** – fully paid for employee and dependents.
- ◆ **Vacation** – 120-200 hours annually depending on years of service.
- ◆ **Management Leave** – 80 hours per calendar year, eligible for cash-out.
- ◆ **Other Leave** – 96 hours of sick leave per year; 12 paid holidays.
- ◆ **Life and AD&D Insurance** – fully paid up to annual salary.
- ◆ **Additional Benefit** – annual contribution of \$2,500 for IRS Section 125 compliant uses such as Flexible Spending Accounts, Non-taxable Professional Development Spending Account, deferred compensation or health club membership.

The Process

To be considered for this exceptional career opportunity, please forward a letter of interest and your resume with salary history and contact information including email addresses for five work-related references (references will not be contacted until mutual interest is established) to:

Bill Avery or Cris Piasecki
3½ N. Santa Cruz Avenue, Suite A
Los Gatos, CA 95030
Fax: (408) 399-4423
E-mail: jobs@averyassoc.net

Final filing date: December 12, 2016

If you have any questions regarding this position please contact Bill Avery at 408.399.4424 or Cris Piasecki at 408.234-2025.



The City of Palo Alto

*invites your interest
for the position of*

Transportation Programs Manager



The Community

Located 35 miles south of San Francisco and 14 miles north of San Jose, Palo Alto is a community of approximately 65,000, excluding Stanford. The City is known as the “Birthplace of Silicon Valley” and continues to be the creative innovation engine of Silicon Valley. It is home to more than 7,000 businesses employing more than 98,000 people. Well-known companies and research facilities headquartered or having regional offices in Palo Alto include: Amazon, A9.com AOL, Aricent, Better Place, Hewlett-Packard, IDEO, Palantir Technologies, Palo Alto Medical Foundation, Palo Alto Research Center, Space Systems/Loral, Tesla Motors, Varian Medical Systems, VMware and Stanford University.



Complementing its exciting and innovative business community are Palo Alto’s highly educated, politically aware, and culturally sophisticated citizens. An abundance of local pride and numerous neighborhood organizations contribute to Palo Alto’s beautiful, historic, and desirable residential areas. Education is the foundation for Palo Alto. Home to Stanford University, Palo Alto’s school district is also excellent, ranking at the top of public school systems in California. The City’s two public high schools are ranked in the latest U.S. News and World Report’s Top 100 High Schools in the nation. More than 40% of Palo Alto residents over the age of 25 have a graduate degree or better. The City has many recreational opportunities, great shopping and dining, excellent health care facilities, theater and the performing arts, film festivals, and sports. The City has wonderful neighborhoods, tree lined streets, great weather, and active citizens with a strong environmental concern. Various business and shopping districts, from the Stanford Research Park to California Avenue to University Avenue and Palo Alto’s vibrant downtown join with Palo Alto’s neighborhoods and its smart citizenry to make Palo Alto an extraordinary place.

City Government and the Department of Planning and Community Environment

Palo Alto is a Charter City and has a Council-Manager form of government. The nine-member City Council is elected at-large. The Mayor position rotates among the Council each year. The mayor and Council appoint the City Manager, the City Attorney, the City Clerk, and the City Auditor. The City Manager is responsible for strategic direction and day-to-day operations of the City government, which is organized into 14 departments/offices employing 1,000 staff. The City has a FY 2017 operating budget of \$626.1 million (General Fund is \$198.1 million) and a Capital Budget of \$170.5 million.



Palo Alto is an award winning City recognized nationally as innovative and well managed, one of a small number of California cities with an AAA bond rating. City services and performance receive high marks from citizens in the annual citizens survey conducted each year by the national research center in Boulder, Colorado. Many Palo Alto citizen ratings put its programs and services in the highest percentiles among benchmark cities in the survey. (See Service, Efforts, Accomplishments Report (SEA) at www://cityofpaloalto.org/civicaX/filebank/documents/50622).

The Planning and Community Environment Department consists of Transportation, Current Planning, Long Range Planning, Code Enforcement and Development Center Divisions and is responsible for a range of planning and implementation actions aimed at preserving and enhancing the quality of life in Palo Alto, ensuring wise transportation investments, and facilitating land use and development decisions through consistent and transparent processes.

The mission of the department is to provide the Council and community with creative guidance on, and effective implementation of, land use development, planning, transportation, housing and environmental policies, plans and programs which maintain and enhance the City as a safe, vital, and attractive community. The Department has an operating budget of \$8.8 million and a staff of 47.

The Transportation Division operates with a staff of 12 (10 full time and two part time staff) and is responsible for transportation planning, transportation programs, and for the City’s transportation infrastructure. The division enhances safety and mobility in Palo Alto’s transportation system while protecting environmental resources and preserving the community’s quality of life, and is responsible for parking management, traffic operations, bikeways development, area transportation studies, regional transportation coordination, and the Palo Alto Free Shuttle system.

The Position and Ideal Candidate Profile

The Transportation Programs Manager (Manager Transportation Planning) manages a subset of the Transportation Division staff within the Planning and Community Environment Department. Specific programs and projects may include but are not limited to: bikeway projects, school commute programs, roadway improvements, transit operations, parking and transportation demand management (TDM) efforts, traffic operations, and minor construction projects related to transportation. The Transportation Programs Manager (Manager Transportation Planning) position plays a key role in both internal team development and operations, and the development of external relationships with other divisions and departments, representatives of the public, community and regulatory agencies, elected and appointed officials, and others. This position works with the Chief Transportation Official to ensure that Transportation Division staff perform responsible professional, financial, and administrative tasks as required by their specific job descriptions, and that the performance of the team aligns with the goals of the division. A willingness to commit to the long term and to make a meaningful contribution to both the position and the organization will be important for success.



The Transportation Programs Manager (Manager Transportation Planning) is a management classification that must plan and assess operational goals and objectives related to one or more Transportation Division functions. Responsibilities include: daily operations, developing budgets and allocating resources, significant project management responsibilities, assigning work to staff, and evaluating performance of staff members. This position represents the department and the City at large, and must be familiar with planning and transportation issues within the community and the region. Incumbents must possess the technical skills to be involved in a wide variety of projects. Excellent oral and written communication skills are a requirement, as is the ability to work cooperatively with multiple types of constituents on issues relevant to planning and transportation. Incumbents must be comfortable presenting complex issues to a variety of audience types, and facilitating complex discussions with a various community stakeholders.