

Opportunity Profile  
***Transportation Section Manager***

**Oregon Cascades West Council of Governments**

Serving Benton, Lincoln, and Linn Counties Since 1975

541.812.2000 [www.OCWCOG.org](http://www.OCWCOG.org)

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## The Opportunity

Oregon Cascades West Council of Governments (OCWCOG) is seeking a mission driven and high performing Transportation Section Manager candidate to provide service and support to clients, consumers, local governments and agencies in Linn, Benton, and Lincoln Counties. OCWCOG was formed in 1975 as a voluntary association of governments. Our members include the three counties, 20 cities, the port of Newport, and the Confederated Tribes of Siletz Indians. Geographically, the OCWCOG spans a Region from the crest of the Oregon Cascade Mountain Range to the Pacific Ocean. OCWCOG helps communities collaborate to solve problems and connects member governments, businesses, and individuals with a wide array of resources.

## The Organization

Based in Albany, Oregon, OCWCOG is governed by a Board of Directors, with one representative, usually an elected official, representing each member government.

As an Oregon intergovernmental entity, OCWCOG carries out a variety of local, State, and Federal programs, and can provide for, or on behalf of, its member governments any service that they are authorized to provide, such as helping businesses find appropriate capital, helping seniors and persons with disabilities plan for independent living, or coordinating local road improvement priorities. Most of its funding is provided by way of contracts to administer specific services.

OCWCOG employs a staff of about 160. Non-management employees are represented by the Service Employees International Union (SEIU). OCWCOG maintains offices within each of our Counties, with the administrative staff and the majority of employees working out of the OCWCOG- owned Cascades West Center in Albany. The OCWCOG facility in Toledo is home to our Senior and Disability Services (SDS) staff that serves clients in Lincoln County. A leased space in Corvallis houses both SDS staff, Benton County Veterans Services and staff that support the Corvallis Area Metropolitan Planning Organization and community and economic development.

More information is available at OCWCOG's website, [www.OCWCOG.org](http://www.OCWCOG.org).

## OCWCOG Funding

OCWCOG's budget is approximately \$32 million. The largest share of the revenue, over 60%, is from Federal and State contracts. Local government and partner contracts constitute another 20% of revenue. While member dues make up just 1% of the budget, these dollars are critical as the "general fund" to leverage grant funds and other resources. The association also supports three non-profit partner foundations that generate revenue for specific services.

# OCWCOG Programs

## Senior and Disability Services

**Senior and Disability Services** provides Federal, State, and local programs to support the long-term care of seniors and persons with long-term disabilities. These services are provided in all three Counties.

**Benton County Veterans Services** aids in obtaining all benefits that veterans are entitled to receive.

## Community and Economic Development

**Community and Economic Development** provides region-wide services in the areas of community facility development, business lending, economic development planning, and inter-jurisdictional collaboration.

**Transportation Services**, a part of our Community and Economic Development Department, provides non-emergent medical transportation services, transportation options, bikeshare, and transportation planning and programming services for the Albany and Corvallis metropolitan areas.

## General Administration

**General Administration** provides staffing to deliver comprehensive, association-wide Technology Services management, Human Resources, and Financial Services internally and to many member jurisdictions.

**Human Resources** provides day-to-day recruitment, care, and management of OCWCOG's 160 employees.

**Accounting and Financial Services** oversees and manages the \$32 million OCWCOG budget, and finances for the 200 programs of the association.

**Technology Services** delivers comprehensive, association-wide Information Technology management. Services include network implementation, software and website development, computer and phone maintenance, consulting, and project management for OCWCOG departments.

## Community Services

**Community Services** provides *Meals on Wheels* services, *Retired Senior and Volunteer Programs*, mental health assessments, and innovative community service programs in food, art, community public health, and other related areas.

# About the Transportation Section Manager Position

This is an opportunity for an experienced Transportation Section Manager to facilitate all transportation program work of the Oregon Cascades West Council of Governments (OCWCOG), including providing staffing for Metropolitan Planning Organizations (MPO) (Albany Area MPO and Corvallis Area MPO) Policy Boards, Technical Advisory Committees, other special committees, and the Cascades West Area Commission on Transportation (CWACT). Manager is responsible for obtaining Federal, (Federal Highway Administration and Federal Transit Administration), State (Oregon Department of Transportation), and other funds, as authorized. The manager will further transportation initiatives by creating partnerships and coalitions with partners throughout the Region, and coordinating community outreach efforts to cut fuel costs, save on parking costs, reducing air emissions, and matching local residents with carpool or vanpool rides (Cascades West Rideshare, Safe Routes to School Program). Manager will regularly attend local, State, Regional, and national transportation planning conferences and symposiums, and brief elected and appointed officials, the Community and Economic Development Department Director, and OCWCOG Board of Directors regarding transportation opportunities. Manager oversees work of departmental staff and contractors. Manager oversees and manages the Non-Emergent Medical Transportation Brokerage (NEMT) program.

**This position has up to six (6) direct reports, with a full team of 16 transportation staff. Responsibilities include monitoring 20 grants and contracts, with a total transportation budget over \$7.5 million.**

- Prepares and manages the adopted plans and policies, including the Metropolitan Transportation Plan (MTP), the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), and the Public Participation Plan (PPP);
- Manages the Non-Emergent Transportation Brokerage (NEMT) program;
- Prepares, manages, and monitors the planning budget and reports, including preparation of quarterly reports. Provides at least quarterly updates to the OCWCOG Board of Directors on progress on project/program activities and tasks;
- Coordinates with Community and Economic Development (CED) Director on the project/program budgets, as part of overall departmental budget;
- Provides liaison with local, Regional, State, and Federal agencies, and community groups on funding issues, transportation planning issues, project priorities, regulatory mandates and limitations, and coordination concerns; and
- At the direction of the CED Director, collaborates with other transportation and related endeavors of OCWCOG.
- Project implementation and management; assigns, directs, and coordinates specific projects tasks, including management of project staff, budgets, and timelines, in coordination with CED Director; and
- Determines, with the direction of CED Director, tasks to be contracted and conducts process to select contractors and monitor their work.

**Program  
Management**

**Project  
Management**

## Transportation Planning Management

- Develops, or participates in the development of, policy recommendations, and serves as technical advisor on long-range transportation planning initiatives for Linn, Benton, and Lincoln Counties of OCWCOG Region;
- Analyzes and verifies compliance with Federal, State, and local mandates impacting program and project implementation and completion;
- Develops and maintains interagency partnerships and coalitions to facilitate implementation of transportation goals and priorities;
- Plans, develops, and markets transportation programs, regional transportation planning, research, Federal transportation programs, and grant administration;
- Coordinates long range transportation planning initiatives with the business community, citizen groups, State Legislature, ODOT, and other local governments and transportation agencies;
- Regularly attends committee meetings;
- Represents OCWCOG as a member of technical advisory and project committees for State, Regional, and local projects and plans;
- Monitors regional transportation issues and program changes;
- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations;
- Coordinates and manages consultants and contracts, including development of RFPs, contracts and supervision of work;
- Develops, reviews, negotiates, and monitors transportation-related intergovernmental contracts and agreements;
- Monitors, reviews, and recommends changes to the transportation system;
- Coordinates specific projects tasks, including budgets and timelines, in coordination with CED Director;
- Develops and manages the project budgets;
- Provides oversight and management of staff and projects;
- Provides professional-level staff support to applicable projects, which includes: developing agendas, preparing informational packets for members, preparing and editing meeting minutes, and performing other related activities;
- Maintains regular attendance and punctuality; and
- Performs other duties of a similar nature or level.

- Maintains knowledge of Federal and State requirements regarding program/project responsibilities;
- Develops and maintains facilitation skills necessary to ensure that the meetings operate in a consensus process environment;
- Provides training to new Board and Committee members regarding the duties and responsibilities and the operational bylaws of the program;
- Develops agendas in consultation with Board/Committee Chair;
- Serves as a liaison with, and keeps the, Boards and Committees informed of activities of other transportation-related organizations; and
- Serves as a liaison with ODOT, FHWA, FTA, Oregon Department of Land Conservation and Development (DLC), and other State, Federal, and local agencies, as relevant to transportation activities.

## Other

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# The Ideal Candidate Profile

The successful Transportation Section Manager will be committed to the OCWCOG and actively involved in the community. He/she must be able to develop and maintain productive working relationships with elected officials. The ideal candidate will be proactive in informing the Executive Director and the CED Director about significant issues, as well as have an open-door policy. Critically important is their ability to provide well-researched, data driven recommendations, analysis and alternatives so that the CED Director may make sound decisions.

The ideal candidate will be politically astute, and able to maintain unquestionable integrity, have well-honed communication and group process skills, and the ability to communicate to a wide variety of audiences. The candidate must have demonstrated skills in fostering positive public relations and partnerships. He/she must be able to make the tough decisions when necessary and have excellent follow-through on commitments.

The ideal candidate will have an interest in transportation and land use planning improvements, transparency and communication with the public, and a desire to assist in OCWCOG's vision and goals for transportation, land use, and strategic planning, while being prepared to execute the work. They must be a solution oriented, creative thinker, with the ability to identify opportunities to grow OCWCOG's transportation programs to serve regional needs for safety, access, coordination, and direct services.

OCWCOG has built a reputation as a forward-thinking, community and economic development leader and a strong partner with the public sector. We are looking for a manager with outstanding transportation planning skills and experience who will continue to build upon OCWCOG's successes.

The ideal candidate must have strong leadership skills with the ability to motivate staff and maintain a working environment of teamwork and innovation. The ideal candidate must be able to empower staff by providing clear direction and establishing high standards of accountability. He/she should engage in effective working relationships with member agency staff, and the staff of the CWACT, ODOT, and MPOs, and have a positive reputation for working in a collaborative manner with all types of employees. He/she should have prepared, managed, and monitored a budget, and should have project implementation and management experience.

Graduation from a four-year college or university with emphasis in transportation planning, engineering, urban planning, public administration, or a related field is required of the ideal candidate. A Master's Degree or higher in planning, public administration, or related field is desirable. He/she will have a minimum five years progressively responsible transportation planning experience, preferably within an MPO agency, with at least three years in a planning or management position; OR, a satisfactory combination of equivalent education, training, and experience, which demonstrates knowledge, skills, and abilities to perform duties of the job. Professional certifications are desirable.

# Make Our Valley Your Home

# About the Region

Oregon Cascades West Council of Governments' (OCWCOG) member agencies are in the Willamette Valley and the Central Oregon Coast, located within Benton, Lincoln, and Linn Counties. The rugged Oregon seacoast, the high mountain passes of the Oregon Cascades, lush greenery, and the agricultural abundance of the Valley are an attractive addition to an education, employment, and cultural hub.

The **Willamette Valley** is located at the foot of the Oregon Coast Range and comprises some of the most fertile farmland in the Northwest. Stretching from just below the Oregon-Washington border to the city of Eugene, the Willamette Valley has long been considered the heartland of Oregon. OCWCOG serves two Counties in the Valley – Benton and Linn which contain the Region's two biggest cities – Corvallis and Albany, Oregon State University, 18 smaller and diverse jurisdictions, including Lebanon and Philomath, and a multitude of housing, school, dining, and shopping options.

The OCWCOG is located in the southern tip of the Valley and a one-hour drive to Portland and 40 minutes to Eugene – the Region's major airports and gateways; and, a twenty-minute drive to Salem, Oregon's State Capitol, where many of OCWCOG funding agencies and partners are located. The Southern Willamette Valley is best known for its agriculture and its innovation, which include a flourishing wine industry, innovation accelerators, a growing start-up culture, high-tech industry and access to tens of thousands of students, professionals, and entrepreneurs affiliated with Oregon State University, Samaritan Health Systems, Linn-Benton Community College, Hewlett Packard, the U.S. Department of Energy, and hundreds of other businesses, non-profits, agencies, and community partners.

The Willamette Valley is further divided into two distinct wine appellations, both known for rich and robust Pinot Noir and exceptional Pinot Gris, that is home to more than 200 wineries. Hazelnuts, raspberries, blackberries, and Christmas trees, are also major exports of the Valley.



The **Oregon Coast** is proof of the Northwest's amazing diversity and its 350-mile coastline is anything but mundane. The Cities of Newport and Toledo anchor OCWCOG's presence in Lincoln County, and provide access to multiple working ports, harbors and bays, and a historic logging and fishing culture. Oceanic and atmospheric research are conducted by the National Oceanographic and Atmospheric Administration (NOAA) and Oregon State University among others – spinning off innovation and industry in fisheries, energy, resource management, and tourism.

The quaint communities in Lincoln County offer an amazing variety of restaurants, shops, museums, galleries, and a world-class aquarium. There is also an abundance of recreational activities to choose from, such as deep-sea fishing, whale watching, hiking and camping, kite flying, golfing, clam digging, and crabbing.

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## Housing and Walkable, Bike-Friendly Communities

How and where will you want to live? Do you prefer open space and lots of land? Or how about a cozy urban apartment? Would you prefer a home with a walk to the beach or to a trail in a National forest? Our Region offers all these housing options and more. Our biggest cities all have walkable and bicycle-friendly communities and adjoining suburban developments affording any price point or amenity. Our largest city, Corvallis, has the third, largest bike commute rate in the country. (It's also home to our *Pedal Corvallis* bikeshare program.)



The cities of our Region are connected by a public bus transportation system, allowing our residents to travel throughout the Region without a vehicle, easily and affordably.

Our Region offers large tract farm and ranch housing, coastal access communities, and mountain villages and towns. Each of these housing options is within an hour-drive of nearly every other community in our tri-County Region. A Coastal-to-Cascades commute for work, recreation, or easy transportation out of the Region (to Portland, Eugene, or beyond) effortless.

## Schools and Education

Our Region is home to some of the best schools in the State in all categories – pre-school to doctorate. We consistently rank high in academic categories in public schools and have several well ranked private and parochial schools, as well.

Our major research and training universities and colleges also attract top notch students and world-renowned faculty. Founded in 1868, **Oregon State University** is the State's Land Grant University and is one of only two universities in the U.S. to have Sea Grant, Space Grant, and Sun Grant designations.



**Linn-Benton Community College** houses more than 7,000 students attending full-time, making LBCC one of the largest community colleges in Oregon, with over eighty programs and certificates.



The **Oregon Coast Community College** (serving Lincoln County) serves 1,900 students, with over 200 courses, focuses on business, applied science, and general studies.



# Entertainment and Recreation

Our Region is unparalleled for access to the full range of winter and summer sports and recreation, from wine tasting to hiking, there is something for everyone in our Region.

Oregon boasts the longest ski season in North America, where the slopes open as early as October and continue into April or May. Our Regions' closest resort is Hoodoo. Hoodoo Ski Area offers more than 800 acres of terrain, 34 runs, five lifts, and one of the largest tubing parks in the West.



In the Spring, Summer, and Fall you can camp or hike the Cascades Mountains, smaller County and City trails, tube, paddle, and raft, as well as fish (Chinook Salmon, Steelhead, and Dungeness Crab), hunt, or go birding. Our Region has one of the largest systems of hiking trails in the Country – Mary's Peak, which is also the highest point in Oregon's Coast Range – all in our own backyard. Mary's Peak often ranks highest in use by bike riders. All our biking and hiking trails are well-maintained and used frequently for commute and recreation pleasure.



Coastal entertainment includes whale watching, deep sea fishing, and coastal festivals. Our wine, beer, and food industries also have numerous festivals, tastings, and samplings. Forty minutes south of our Region, the City of Eugene hosts the only North American Truffle Festival annually.

The award-winning vineyards in and around our Region offer tours and tastings to satisfy the most discerning palate; more than 700 of them are bottling Oregon's world-famous pinot noirs, pinot gris and rieslings. But there's more to the Willamette Valley than its wine. There are also acres of farms raising the organic livestock and produce sold at the local restaurants and markets you'll find in the historic towns here — all of which are connected by miles of cycling and hiking routes.

There are enough fields of flowers, winding rivers, covered bridges, hot springs and scenic waterfalls to fill a month of Sunday drives. Explore the rugged and productive Coast and the ancient obsidian flows of the Cascade Range in the same day. There's rarely a weekend without a rodeo or a craft brew fest. There are plenty of hotels, but also sleepy tipis, vintage trailers, and treetop campsites to sleep in, if you're over hotels.

Finding something to do in the Willamette Valley won't be hard to do, telling your friends and family back home that you aren't leaving might be.

According to the Oregon Values and Beliefs Project, on the whole, Oregonians value the State's natural beauty and abundant outdoor recreation opportunities. In their own words, the residents of the State describe what they value about living in Oregon as the "friendliness of the people," "Oregon's climate," "Natural landscapes," "cleanness of air and water," "green landscape," "forests and mountains," and "open spaces."

## Food and Farm-to-Table Life

Farm-to-table is the staple of life in our Region. Throughout Oregon, and the Willamette Valley specifically, grows virtually every domestic edible commodity. The Pacific Ocean provides a bounty of sustainably caught tuna, crab, cod, shellfish, and many other aquatic edibles. Farmers markets and farm stands offering their incredible fruits and vegetables, and fish bought right off a fishing fleets make for the freshest meals possible.

- Oregon is the largest producer of hazelnuts in the U.S., producing 95% of all hazelnuts each year.
- Oregon is known for developing the marionberry, and is still one of the only producers of marionberry. The State is known for its blueberries, raspberries, blackberries and strawberries.
- Oregon produces some of the best pinot noir in the country, most in the Willamette Valley.
- On Oregon's Coast, the dungeness crab season runs more than six months.
- Wild mushrooms are abundant throughout our Region and Oregon.
- Produce from apples to zucchini is available seasonally throughout Oregon.

An abundance of farmer's markets and grocery stores carry locally grown produce, meat, and seafood, making the farm-to-table lifestyle simple.

## Compensation Package

The salary range for the Transportation Section Manager is \$71,994 - \$95,998/annually depending upon qualifications. OCWCOG offers an attractive benefits package including:

- **Retirement** - OCWCOG pays both the employer's percentage, and the employee's six percent (6%) contribution into the Oregon Public Employees System (PERS). In addition to PERS, OCWCOG pays into Social Security.
- **Insurance** - For select plans, OCWCOG currently pays one hundred percent (100%) of the insurance premiums for the employee and their eligible dependents. The insurance package includes medical, prescription, dental and vision coverage, alternative care, life, accidental death and dismemberment, as well as long-term and short-term disability.
- **Holiday Leave** - OCWCOG provides ten and a half (10 ½) fixed holidays, plus two (2) personal days during each fiscal year.
- **Management Personal Leave** - Eighty (80) hours of additional personal leave is provided each fiscal year. This leave must be used within the fiscal year and cannot be carried over into the next fiscal year.
- **Sick Leave** - Full time employees accrue eight (8) hours of sick leave each month.
- **Vacation** - Full time employees accrue vacation leave each month according to the following schedule:
  - 0-36 months - 8 hours/month
  - 37-72 months - 10 hours/month
  - 73-144 months - 14 hours/month
  - 145 months & above - 16 hours/month
- **Additional Benefits** - Deferred Compensation, Long-term care Insurance, Employee Assistance Program, Credit Union memberships, and options to participate in a pre-tax Health Savings Account or Flex Spending Account.

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## How to Apply

The position will remain open until filled. Interested candidates should submit a resume and a cover letter describing why you are the ideal candidate for the Transportation Section Manager as described in the previous section.

Our first application screening is being extended to **Monday, February 19, 2018**, but we may close the announcement at any time, when we have received an adequate number of applications. We cannot guarantee that we will consider applications received after the updated screening date. We encourage interested applicants not to delay in applying.

Human Resources  
Oregon Cascades West Council of Governments  
1400 Queen Avenue SE, Suite 201  
Albany, OR 97322

You may **EMAIL** your application materials to us at [hrrecruit@ocwcog.org](mailto:hrrecruit@ocwcog.org). **In the subject line please include the position title.** You will receive confirmation of receipt only if you submit via email.

**FAX** to 541-967-6123. We are unable to verify receipt of faxed applications. OCWCOG is not responsible for material that is illegible or missing as a result of transmitting by fax, or which may be lost through the mail.

**SUBMIT** only the required materials. Reference letters or work examples should be kept for interviews.

**Veteran's Preference** – OCWCOG provides qualifying veterans and disabled veterans with employment preference in accordance with Oregon law. Veterans may claim preference by submitting an OCWCOG Veteran's Preference Form (available on the OCWCOG's website at [www.OCWCOG.org/Careers](http://www.OCWCOG.org/Careers)) and the required documentation with his/her application material.

*OCWCOG is committed to affirmative action, equal employment opportunity and workplace diversity.*



**Oregon Cascades West Council of Governments**

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[www.OCWCOG.org](http://www.OCWCOG.org)

[www.StateoftheRegion.org](http://www.StateoftheRegion.org)

Executive Director: Fred Abousleman

January 2018

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