

Opportunity Profile
Transportation Programs Manager

Oregon Cascades West Council of Governments

Serving Benton, Lincoln, and Linn Counties Since 1975

541.812.2000 www.OCWCOG.org

The Opportunity

Oregon Cascades West Council of Governments (OCWCOG) is seeking a mission driven and high performing Transportation Programs Manager candidate to provide service and support to clients, consumers, local governments, and agencies in the Linn, Benton, and Lincoln counties. This is an exciting opportunity for candidates who are solution oriented and creative thinkers, with the ability to identify opportunities to grow OCWCOG's transportation programs to serve regional needs for safety, access, coordination, and direct services.

The Organization

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, 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.

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.

More information is available at OCWCOG's website, www.OCWCOG.org.

The People

OCWCOG employs more than 160 people in a wide variety of professional fields. 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. Non-management employees are represented by the Service Employees International Union (SEIU).

OCWCOG Funding

OCWCOG manages a budget of approximately \$41 million annually. 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 match and 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 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 \$41 million budget, and finances for the 200 programs of the organization.

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 all 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.

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.

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."

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 largest 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.

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.

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.

About the Transportation Programs Manager Position

This is an exciting opportunity for a Transportation Programs Manager candidate to facilitate all of transportation program work of OCWCOG, including providing staffing for Metropolitan Planning Organizations (AlbanyArea MPO and CorvallisArea MPO) Policy Boards, TechnicalAdvisory Committees, other special committees, and the Cascades WestArea Commission on Transportation (CWACT).

OCWCOG's Community and Economic Development (CED) Department engages in a variety of programs that support the Region and member communities to improve the economic health of our Region. CED staff provides support services for regional planning along with forums for resolving community-level and Region-wide issues. CED operates in the true spirit of regional councils across the country, coordinating the Metropolitan Planning Organizations (MPOs), regional planning council, and federally designated Economic Development District (EDD), as well as providing unique transportation services such as Non-Emergent Medical Transportation (NEMT), the Area Commission on Transportation (ACT), and Transportation Options (TO) programs.

The program staffs two MPOs in the Region – the Corvallis Area MPO (CAMPO) and the Albany Area MPO (AAMPO), as well as the Cascades West Area Commission on Transportation (CWACT). Additionally, CED staff provides a range of services to convene and resolve regional transportation issues related to transportation options, transportation demand management, transit integration, mobility management, travel training and unique explorations, such as the nexus between health, transportation, and housing.

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.

The People and Budget

The largest area of the department in terms of budget and staffing is transportation services programs. The fastest growing of these is the Cascades West Ride Line, a transportation brokerage, whose objective is to coordinate transportation services for eligible Oregon Health Plan (OHP) and Medicaid clients traveling to and from covered non-emergency medical services. Ride Line operations include a call center, scheduling, provider contracts, quality assurance, billing, performance monitoring, and more. In addition to standard daily service, staff have taken on several "pilot" projects aimed at exploring and resolving specific transportation needs and issues, such as a new bikeshare program, Pedal Corvallis, which launched in June 2016.

A professional planning staff support the work of the MPOs, CWACT, Safe Routes to Schools, Transportation Options, and long-range transportation planning.

The Ideal Candidate Profile

The successful Transportation Programs Manager will:

- Develop and maintain productive working relationships with elected officials;
- Provide well-researched, data driven recommendations, analysis, and alternatives so that the CED Director may make sound decisions;
- 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;
- 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;
- Have strong leadership skills with the ability to motivate staff and maintain a working environment of teamwork and innovation;
- Empower staff by providing clear direction and establishing high standards of accountability;
- Engage in effective working relationships with member agency staff, and the staff of the CWACT, MPOs, and Oregon Department of Transportation, and have a positive reputation for working in a collaborative manner with all types of employees; and
- Have prepared, managed, and monitored a budget, and should have project implementation and management experience.

This person is responsible for directing a professional and creative staff to grow programs, innovate regional approaches to transportation issues, and benefit OCWCOG members with solutions by:

1. Preparing and managing the adopted plans, policies, and program budget;
2. Project implementation and management;
3. Serving as technical advisor on long-range transportation planning initiatives;
4. Planning, developing, and marketing transportation programs; and
5. Supervising staff to include: prioritizing and assigning work, conducting performance evaluations, ensuring staff training and making hiring termination and disciplinary recommendations.

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.

Compensation Package

The starting salary range for the Transportation Programs Manager is **\$73,326-\$79,582**/annually DOQE. A step increase will be awarded upon successful completion of a probationary period (typically six months), and then annually thereafter to the top of the range. 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). Both the employer and the employee contribution are factored on the employee's gross monthly income. 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.
- **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.
- **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

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 Programs Manager as described in the previous section.

Our first application screening is **Monday, January 7, 2019**, 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. **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) 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

1400 Queen Avenue SE, Suite 201

Albany, OR 97322

541.967.8720 (p) 541.967.6123 (f)

www.OCWCOG.org

www.StateoftheRegion.org

Executive Director: Fred Abousleman

June 2018
