### POSITION DETAILS

**Job Summary:**

Reporting to the faculty Director of the National Center for Sustainable Transportation, lead and oversee the day-to-day activities of the Center, including administering the research and educational programs, managing the financial and human resources, maintaining oversight on all Center projects, developing and implementing data collection systems for the Center’s performance metrics, maintaining and supporting relationships with funding agencies, complying with funding agency reporting requirements, coordinating meetings of the executive committee, and otherwise assisting the director in managing the Center's activities.

**Campus Job Scope:**

The National Center for Sustainable Transportation is one of many Centers and programs administered through the UC Davis Institute of Transportation Studies, and by extension, the UC Davis Transportation & Energy Programs. The National Center is a part of the University Transportation Centers Program, administered by the U.S. Department of Transportation. The Center is led by UC Davis in a consortium made up of University of Southern California, Georgia Tech, University of Vermont, UC Riverside, and California State Long Beach. Its goal is to transform the transportation system to improve environmental sustainability nationwide by mobilizing innovative and accomplished research teams and partnering with influential individuals and stakeholder groups. The Center will support a wide array of activities in the areas of research, education, and engagement, and has an annual budget of $2.83 million in federal funding and $2.83 million in matching funds from state agencies and other sources. The Center has an executive committee made up of representatives from each of the consortium members.

**Department Specific Job Scope:**

- **Positions Supervised:**
  - 70% NATIONAL CENTER OPERATIONS

  Responsible for managing the day-to-day operations of the National Center for Sustainable Transportation. Work with the National Center Director to administer the Center's research and educational programs.

  Manage the resources of the program, budgeting and forecasting a $5.6 million annual budget spread out over a number of accounts/funding sources and subcontracts. Review monthly and annual project progress reports, budget summaries, etc. Recruit, hire, and manage National
Center administrative staff and students. Coordinate with consortium members and support the executive committee as needed.

Develop and implement data collection systems for the Center's performance metrics. Ensure compliance with reporting requirements of funding agencies.

Manage the research project selection process, including issuing calls for proposals, soliciting external reviews, compiling reviews, and coordinating the internal review committee.

Maintain oversight on the Center's research projects, ensuring compliance with program requirements. Put systems in place to track overall research progress and products, including publications and presentations.

Develop and manage educational activities, including dissertation grants, internships, undergraduate assistantships, exchange programs, and seminars. Assist the Center Director with curriculum assessment and course development as needed.

Approve expenditures for personnel, supplies, travel, entertainment and equipment.

20% FUNDING STEWARDSHIP

In partnership with the Center Director, maintain and support relationships with funding agencies, including the U.S. Department of Transportation, Caltrans, and other state and regional agencies. Ensure compliance with the reporting requirements of funding agencies. Act as a liaison between funding agencies and the consortium members, coordinating the input of funding agencies in the project selection process and identifying other opportunities for engaging funding agencies in the Center’s activities. Develop scopes of work, research plans, and budgets, as applicable.

10% OUTREACH

Represent the Center at conferences, outside meetings, and on-campus visits to present overviews of the Center's activities as well as recruit resources (both financial and non-financial) for the Center. Work directly with the Center Policy Director and the ITS Communications Director in developing and coordinating outreach materials, events, and other media.

Physical Demands:
Lift up 25 pounds of office supplies and marketing material (hand cart available).

Work Environment:
- Occasional travel, flexible hours including weekend work.
- Must hold a valid Driver's License.
- Expected to drive alternative fueled vehicles provided by the university.

Background Check: Yes

**QUALIFICATIONS**
| Minimum Qualifications: | - Bachelor's degree in a relevant field, or an equivalent combination of education and experience.  
- Broad understanding of and professional experience with transportation systems, policies, and challenges.  
- Previous successful program, personnel and budget management.  
- Experience administering public agency contracts and complying with reporting requirements.  
- Strategic planning and evaluation skills to analyze, define, and assess problems, issues, and needs, and define needed actions.  
- Experience creating and/or writing presentations, informational documents, and correspondence.  
- Excellent public speaking and presentation experience.  
- Computer skills including word processing, spreadsheet, database, presentations, electronic mail, and internet.  
- Quantitative and analytical skills to prepare statistical reports, budgets and projections and to interpret reports prepared by others.  
- Experience with the development of organizational structures, delegating, developing policies and procedures and implementation.  
- Experience implementing the principles of performance management, multiculturalism and diversity, coaching skills to enhance staff contributions to department mission.  
- Analytical skills to review current unit policies and procedures and to recommend change to increase efficiency. |

| Preferred Qualifications for Selection: |