

Capital Program Coordinator

RESEARCH ANALYST II

JOB RECRUITMENT #11-05

SALARY RANGE

Mid to High \$40,000s (position level & salary commensurate with education & experience)

LOCATION

Office of Capital Programs, Technical Services Division

CLOSING DATE

When position is filled

AREAS OF CONSIDERATIONS

All sources

Job Description

This is a professional position responsible for support activities in the development and maintenance of the regional Transportation Improvement Program (TIP).

The TIP represents the transportation improvement priorities of the region and is required by federal law. It is one of the most important documents produced by DVRPC. The TIP lists the regionally agreed upon traditional highway and public transit projects, plus bicycle, pedestrian, and freight related projects. The TIP must list all projects that intend to use federal funds; the DVRPC TIP also includes all other state funded capital projects. Approximately 20 agencies directly participate in the TIP development process, including DVRPC member governments, operating agencies, and state and federal agencies. Municipalities within the region participate through their respective county governments. Other groups, including the business community and the general public, become involved through the DVRPC public participation process. The multiplicity of jurisdictions and agencies in the region necessitates a high degree of coordination required during the TIP development process.

The Office of Capital Programs works with member agencies to create a new TIP each cycle (every year for NJ, every other year for PA). This will involve a considerable number of meetings and the preparation of support materials. Once a draft TIP has been developed, a 30-day public comment period is held. Comments and agency responses are summarized and provided to the Regional Transportation Committee, Regional Citizens Committee, and Board for consideration before final adoption of the TIP. Once the TIP is in place, there are requests for amendments and modifications through the monthly DVRPC meeting cycle. This process requires research and follow-up of requested actions to determine funding eligibility, project details, and preparation of documentation to provide for the monthly cycle of DVRPC meetings.

Supervision may be exercised over technical, graphical, and clerical personnel. Work is performed in accordance with broadly-defined objectives and professional standards and is subject to administrative and technical review by a senior professional.

Responsibilities

- Assist in development and maintenance of the PA and NJ TIPs. Tasks will include helping to maintain the TIP databases by updating current database records, including amendments and modifications and publishing to the website. Other tasks may include seeking input from state, county and transit operator representatives, screening new candidate projects, preparing various project listings and financial summaries, and assisting in preparing public documents.
- Assist in conducting public outreach efforts to gather input to the TIP development process and comment on Draft TIPs, including development and maintenance of new public information database/inventory for transportation projects.
- Assist in the TIP amendment and modification process. Tasks include research, follow-up, and mapping of requested actions to determine funding eligibility, project details, and subsequently preparing materials for explaining TIP requests to the RTC, RCC, and Board. Required to be available for monthly RCC Task Force meetings to present TIP Action information.
- Provide staff support to CMAQ, TE/HTS/SRS, and local project development processes. Tasks may include preparing application and guidance materials, reviewing applications, coordinating emissions analysis for applications and preparing summaries, assisting in deliberations and formulation of recommendations to Board for projects to be funded under these programs, and preparing minutes of meetings.
- Participate in public education efforts concerning the TIP as needed, including presentations to various groups, and providing technical assistance to member governments, the public, and other MPOs.
- Prepare special request data reports from Access database on an as needed basis.
- Use a variety of special software applications (some web based) for project decision-making, project research, and processing requests.
- Perform related work as required.

Qualifications

- Considerable experience with relational databases, database software (MS Access), and spreadsheet software (MS Excel), and the ability to conduct analyses and produce reports using such data management tools. MS Access capabilities must include ability to design queries and reports, and to create and manipulate tables.
- Knowledge of the principles, practices, and objectives of transportation planning, and ability to relate this knowledge to the development of a regional transportation system is desired.
- Familiarity with federal requirements for a regional TIP is preferred.
- Considerable experience in word processing and document layout (MS Word), and MS PowerPoint.
- Ability to present information effectively in oral, written, and graphic form.
- Strict attention to detail and ability to proofread text and data.
- Ability to adhere to rigid, frequent deadlines.
- Ability to handle multiple tasks and requests simultaneously.
- Ability to establish and maintain effective working relationships with associates, planning and elected officials, and the general public.

Minimum Experience & Training

THREE YEARS of professional experience in transportation or regional planning; and a bachelors and/or masters degree from an accredited college/university, with major course work in a discipline applicable to transportation planning or engineering; or an equivalent combination of experience and education.

DVRPC IS AN EQUAL OPPORTUNITY EMPLOYER. FULL CONSIDERATION WILL BE GIVEN TO ALL ELIGIBLE, QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, LAWFUL POLITICAL AFFILIATIONS, DISABILITY OR MARITAL STATUS. MINORITY AND DISABLED APPLICANTS ARE ENCOURAGED TO APPLY. NOTE: MUST HAVE PERMANENT RESIDENCY STATUS AND WORKING PAPERS.

HOW TO APPLY: DELAWARE VALLEY REGIONAL PLANNING COMMISSION / HUMAN RESOURCES DEPARTMENT

DVRPC, 8TH FLOOR / 190 N. INDEPENDENCE MALL WEST / PHILADELPHIA, PA 19106-1520

PHONE 215.592.1800 / **FAX** 215.592.9125 / **DVRPC WEB SITE** WWW.DVRPC.ORG

HUMAN RESOURCES EMAIL RESUMES@DVRPC.ORG