



# South Jersey Transportation Planning Organization

*Serving Atlantic, Cape May, Cumberland,  
and Salem Counties since 1993.*

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Jennifer Marandino, P.E.  
*Executive Director*

John W. Risley, *Secretary/Treasurer*

## **Position Available – Program Engineer/Planner – Capital Programming & Project Development**

The [South Jersey Transportation Planning Organization \(SJTPO\)](http://www.sjtpo.org) is seeking an experienced professional for a full-time position to manage all capital programming, congestion management, intelligent transportation systems planning, and travel demand modeling to support the project implementation of transportation projects in the SJTPO region. The position will report to report directly to the Executive Director and will supervise the Assistant Engineer. SJTPO anticipates the position to begin on or around February 3, 2020.

The salary range is \$67,000 to \$75,000 (Range 7) depending on qualifications and experience. New employees are generally hired at or near the starting salary and may be eligible for merit increases each year upon receipt of a satisfactory performance evaluation. The SJTPO offers a full benefits package including medical and dental insurance, optional deferred compensation plans, paid time off, and membership in the New Jersey State Pension System.

### **Responsibilities:**

- **Representation:** The position will represent SJTPO at local, state, and federal events, particularly those whose focus is related to capital programming, congestion management and relief planning, Intelligent Transportation Systems Planning, and other related activities and tasks.
- **Program Management:** The position will serve as primary technical lead for SJTPO's capital projects and program as well as SJTPO's Congestion Management Process (CMP), and SJTPO's Congestion Mitigation and Air Quality Improvement (CMAQ) Program.
- **Project Development:** The position shall lead SJTPO's local project development, working closely with its subregional partners throughout the project planning process to advance projects with a high deliverability. The position will be responsible for project screening, scoping, data analysis, field visits, coordination with local stakeholders, and other pre-design activities.
- **Technical Program Management:** The position shall be responsible for managing and overseeing other staff managing, consultant-led technical studies. In consultation with staff, the position will be responsible for developing technical studies important to SJTPO's subregional partners, releasing the request for proposals, consultant selection, among other related tasks.
- **Travel Demand Modeling:** There is a strong desire for the position to serve as the as principle modeler, responsible for maintaining and enhancing the South Jersey Travel Demand Model (SJTDM); managing data related to the model, develop model scenarios for capital projects and long-range planning efforts.

### **Candidate qualifications:**

- Candidates must demonstrate excellent written, verbal, and technical communication skills, including the ability to synthesize complex or diverse information.
- Ability to independently or collaboratively prepare clear, accurate, and informative reports containing findings, conclusions, and suitable recommendations.

- Ability to provide sound advice, assistance, and instructions.
- Ability to prepare, negotiate, and manage contracts and projects and monitor the work of contractors and consultants.
- Must be well versed in using Geographic Information System (GIS) software, such as ArcMap and Microsoft Office applications, including Word, Outlook, Excel, and PowerPoint.
- Proficiency with Microsoft Access is strongly desired, including experience in database management and conducting queries.
- Experience with engineering, planning, or geographic software is strongly preferred, but not required
  - Traffic microsimulation software, such as Trafficware Synchro and SimTraffic
  - Travel demand modeling software, such as Citilabs Cube
- Must have a bachelor's degree. Master's degree is strongly desired. Degrees may be in planning, engineering, or another subject relevant to the job as described.
- Must have at least five years of experience in public or private sector transportation planning, with supervisory responsibility highly desired.
- Must have a valid driver's license.

**How to Apply:**

Please submit the following materials via email to [careers@sjtpo.org](mailto:careers@sjtpo.org) or mail materials to South Jersey Transportation Planning Organization, 782 South Brewster Road, Unit B6, Vineland, New Jersey 08361, Attn.: Jennifer Marandino.

- A well-written cover letter
- A well-written resume (no more than two pages)
- A list of tools and software packages, etc. with which you are familiar and indicate your degree of familiarity
- Three references that can speak to the qualifications referenced above

**Posting End Date:**

**This posting will close on Wednesday, November 13, 2019.** All materials must be received within that timeframe. No application materials received after that date will be considered.

**SJTPO is an Equal Opportunity Employer.**

*Please note that any successful applicant must be able to provide evidence of his or her ability to work in the United States, and that where appropriate for the position, applicants may be required to submit tests and/or examinations, which are related to the job for which the application is made. Where appropriate for the requirements of the position, these tests will include a physical and/or drug test, and fingerprinting.*