



METROPOLITAN WASHINGTON
Council of Governments

PLANNING DATA AND RESEARCH PROGRAM DIRECTOR

Department of Transportation Planning

POSITION OVERVIEW

The Metropolitan Washington Council of Governments (COG) Department of Transportation Planning (DTP) is seeking a Planning Data and Research Program Director to provide strategic direction for the department's data, research, and technical services programs and to lead a 10+ person team of professional staff in achieving goals in these work program areas.

The Program Director leads a team responsible for supporting the decision making of the National Capital Region Transportation Planning Board (TPB), the federally designated metropolitan planning organization for metropolitan Washington.

MORE ABOUT THE TPB

The National Capital Region Transportation Planning Board was created in 1965 by local and state governments in the Washington region in response to a requirement of 1962 highway legislation for the establishment of metropolitan planning organizations (MPOs).

One of the TPB's main federal responsibilities is working with local, state, regional, and federal partners to develop the region's Constrained Long-Range Transportation Plan (CLRP) and six-year Transportation Improvement Program (TIP). The TPB also provides data and analysis to decision makers and coordinates regional programs to advance safety, land-use coordination, and more.

The TPB has been housed at and staffed by COG since 1966.

SUPPORTING OUR VISION FOR THE FUTURE

Both the TPB and COG have adopted regional visions to guide their work. The Planning Data and Research Program Director must be committed to working toward these visions.

***The TPB Vision** provides a comprehensive set of policy goals, objectives, and strategies to help guide transportation planning and investment. It promotes travel options, Activity Centers, maintenance, safety, system effectiveness, protecting environmental quality, and international and interregional travel and commerce.*

***COG's Region Forward** is a commitment by COG and its member governments, who together seek to create a more accessible, sustainable, prosperous, and livable National Capital Region. COG's mission is to make Region Forward happen by being a discussion forum, expert resource, issue advocate, and catalyst for action.*

SUMMARY AND NATURE OF WORK

The Metropolitan Washington Council of Governments (COG) Department of Transportation Planning (DTP) is seeking a Planning Data and Research Program Director to provide strategic direction for the department's planning data, research and technical services programs and lead a 10+ person team of professional staff in achieving goals in these work program areas.

The Planning Data and Research Program Director will:

- Serve as a strategic adviser to the DTP Director and the National Capital Region Transportation Planning Board (TPB) on regional growth and transportation issues.
 - Make informative presentations on changing demographic, economic and travel trends to the TPB, other policy committees and technical committees involved in the region's transportation planning process.
 - Collaborate with COG's Director of Community Planning and Services and the region's Planning Directors on the development of COG Cooperative Forecasts of future population, household and employment growth.
 - Direct and coordinate research efforts to improve the quality and usefulness of departmental planning and survey data to support enhanced transportation modeling and other strategic work program objectives
 - Meet regularly with the DTP Director, other DTP program directors and managers on emerging planning data needs and issues.
- Meet with federal, state, local and regional transportation agency staff on their data and technical support needs and oversee the provision of technical assistance provided by DTP staff and consultants in response to these needs.
 - Plan, direct and oversee the development of planning data and technical assistance work program activities and seek the funding to carry out these activities.
 - Oversee the development and application of geographic information systems technology for transportation planning activities and data dissemination.

SUPERVISORY AND MANAGEMENT RESPONSIBILITIES

- Manages and supervises a team of 10+ professional staff which includes regular supervisory, technical and professional employees in the Planning Data and Research Program.
- Responsible for the overall direction, coordination and evaluation of this unit. Also, directly oversees the work of contract and temporary personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing; hiring, training employees, planning, assigning, and directing work; appraising performance rewarding and disciplining employees; addressing complaints and resolving problems.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of regional planning principles and practices including the socio-economic implications of planning.
- Comprehensive knowledge of the use of data, technical methods and computer technology in planning activities.
- Knowledge of statistical methods, forecasting techniques and survey methodologies
- Knowledge of geographic information systems.
- Skill in applying information technology and technical methods to the analysis of transportation and land use planning issues.
- Skill in directing research and analysis programs and activities.
- Ability to secure cooperation of others in executing plans.
- Ability to speak and write effectively.
- Ability to present technical results in terms understandable to policy officials and staff.
- Proficiency in the use of Microsoft Office software (Word, Excel, Power Point, Outlook).

EDUCATION AND EXPERIENCE

- Master's degree in in Transportation Planning or related quantitative, technical, planning or management discipline.
- At least eight or more years of progressively responsible experience in the development, analysis and interpretation of demographic, economic, land use, transportation and spatially referenced data for use in transportation planning and/or related fields.
- At least three years supervisory/management experience in similar environment. Local government and/or nonprofit experience desirable.
- Any equivalent combination of education and experience which provides the required knowledge, skills and abilities will be considered.

ADDITIONAL REQUIREMENTS: LEADERSHIP AND COMMUNICATION

- Demonstrated ability as forward-looking, “big picture” strategic thinker with experience in preparation of strategic initiatives and plans.
- Demonstrated ability to lead, manage, organize and build departmental staff teams, develop and manage daily work programs.
- Demonstrated ability to work effectively with elected officials, senior policy officials, including supporting policy and technical committees.
- Excellent oral and written communication skills are required. Ability to communicate with elected officials about complex policy and technical issues in an understandable manner integral to position. Ability to mentor staff in effective communications essential.

SALARY AND HOW TO APPLY

The search is open until filled
with a **preferred application date of**
Friday, March 24, 2017

The starting salary range is
\$120,274 to \$170,428
(Grade 13)

COG offers exceptional benefits. Final salary is dependent upon negotiation and based upon education, training, and experience.

Applications should be made electronically.

Please visit www.mwcog.org/jobs for more information and to submit your application/resume, cover letter, and salary requirement.

BY E-MAIL:

resumes@mwcog.org

BY MAIL:

c/o Farai Nzuwah, HR Analyst/Recruiter
Metropolitan Washington Council of Governments
777 North Capitol Street NE, Suite 300
Washington, DC 20002

EEO EMPLOYER

**Women and Minorities are
Highly Encouraged to Apply**

ABOUT COG

For more than 50 years, the Metropolitan Washington Council of Governments, known as COG, has helped develop regional solutions to such issues as the environment, affordable housing, growth and development, public health, child welfare, public safety, homeland security, and transportation. Founded in 1957, COG is an independent, 501c3 nonprofit association comprised of elected officials from 23 local governments, members of the Maryland and Virginia state legislatures, and members of the U.S. Congress. COG is supported by financial contributions from its participating local governments, federal and state grants and contracts, fee-for-service contributions, and donations from foundations and the private sector.