



Lehigh Valley Planning Commission

Director of Transportation Planning

The Lehigh Valley Planning Commission (LVPC) is seeking a candidate for Director of Transportation Planning to lead a team developing and managing the implementation of the regional multi-modal long-range transportation plan, subject to Federal requirements of metropolitan planning. The Director of Transportation Planning must perform complex professional and administrative work under the general supervision of the LVPC Executive Director. This will require the ability to work with stakeholders, working with the Lehigh Valley Planning Commissioners and Lehigh Valley Transportation Study Board, possessing excellent communication and time management skills, and the ability to manage the work of others. Communication of technical analyses via written reports and presentations (Excel, Word, and PowerPoint) is required.

The position will also require understanding of and management of staff operating the region's travel demand forecasting model (using Citilabs and REMI software) as a tool for evaluating the region's transportation system. The successful candidate must exhibit a thorough understanding of basic transportation planning and engineering concepts and principles and have a Master's degree in Urban Planning or Civil Engineering with a focus on transportation.

In addition to the above required skills, experience in any of the following areas is desirable:

- Land use and demographics
- Transportation finance
- Air quality conformity analysis and performance measurement
- Transit, pedestrian and bicycle modes
- Freight transportation
- Public outreach and engagement

The Lehigh Valley Planning Commission, Transportation Study + Region

The Lehigh Valley Planning Commission is the official planning commission for Pennsylvania's Lehigh and Northampton Counties. The Lehigh Valley Transportation Study serves as the Metropolitan Planning Organization, or transportation and infrastructure planning agency for the region. The Lehigh Valley is strategically located on the eastern border of Pennsylvania, north of the Philadelphia region and west of

the New York-New Jersey metropolitan statistical area. The fastest growing region in the Commonwealth, the Lehigh Valley is known for a high quality of life, recreational and cultural amenities, as well as, its variety of housing and communities from rural to urban. The region is unique, in that it is home to three cities and 59 other communities including dense urbanized boroughs, old and new suburbs, cross-roads villages and rural landscapes. The Director of Transportation Planning will assist the Executive Director with the prioritization of infrastructure projects and investments while balancing the overall needs of the Lehigh Valley's communities as well as, a strong and expanding economy.

The current LVPC work program includes:

- Update of the Transportation Improvement Program
- Administration and implementation of a robust freight planning program
- Overhaul of the *Lehigh Valley Comprehensive Plan*
- Development of *WalkBikeLV: Active Transportation Plan*
- Update of the *Regional Hazard Mitigation Plan* to include resilient infrastructure priorities
- Continued advancement of the regional traffic counting and segment inventory program with the Pennsylvania Department of Transportation
- Administration and management of the regional Transportation Alternatives Set Aside Program providing direct grants to municipalities
- Direct municipal technical assistance including scenario and urban design services
- Coordination of associated partners from Lehigh Valley Greenways to public health professionals and pedestrian and bicycle advocates to regional freight carriers
- Public transit planning assistance for the Lehigh and Northampton Transportation Authority
- Review of land development transportation elements and studies, among other activities
- Transportation-related support to other LVPC planning and partnership efforts: Multimodal Working Group, Freight Advisory Committee, Lehigh Valley Greenways, Alliance on Aging, Pennsylvania Department of Transportation Planning Partners, Chamber of Commerce, housing and public health coalitions, and Lehigh Valley Sustainability Network, among others

General Purpose

Responsible for planning, development, and administration of transportation programs and planning studies, transportation research and innovation, federal government transportation programs, grant administration, and serving as a liaison for with the business community, citizen groups, Pennsylvania Department of Transportation, Lehigh County, Northampton County and other regional and governmental agencies.

Duties + Responsibilities

- Handles long-range transportation issues on a daily basis. Develops and/or coordinates elements of the Lehigh Valley Long Range Transportation Plan (LRTP) including research and analysis of roads, bridges, public transportation, air, rail, freight, and non-motorized transportation.
- Develops population projections, maps and financial forecasts for the LRTP and analyses environmental and societal impacts. For particular projects and developments, presents plan aspects to citizens and government officials at the local, regional, state and federal levels.
- Coordinates transportation aspects of land development review with the LVPC Community Planning Section, municipalities, developers, Lehigh and Northampton Transportation Authority (LANta) and the Pennsylvania Department of Transportation.
- Develops the transportation-related elements of the Lehigh Valley Comprehensive Plan.
- Works as member of the LVPC Senior Management Team.
- Handles multi-modal transportation issues on a daily basis. Meets with local governments concerning transportation infrastructure from roadway systems and rail networks to pedestrian and bicycle facilities, reviews grant requests and assists local agencies in leveraging project grant funding.
- Organizes workshops and presentation for the purpose of informing local agencies on transportation issues affecting the region.
- Oversees the work of consultants retained to work on transportation projects.
- Works with state and federal officials to advocate for transportation equity across all modes of travel.
- Serves as staff liaison to the US Department of transportation and Pennsylvania Department of Transportation.
- Serves as staff liaison to LANta, the area's regional transit-agency. Provides agreed transit planning services, coordinates with LANta in the development of the LRTP and Transportation Improvement Program and advocates for effective coordination between the agencies.
- Coordinates the public involvement process for the Transportation Section. Stages public appearances and announcements, organizes public meetings, gives presentations, and generally educates the public concerning transportation issues.
- Serves as LVPC liaison to the Greater Lehigh Valley Chamber of Commerce Transportation Committee, various citizen traffic advisory committees.
- Serves as the lead staff member to the Lehigh Valley Transportation Study. Provides project updates, presents on certain aspects of the transportation program and provides other information, as requested.

- Manages Transportation Team staff in the usage of region's travel demand forecasting model as a tool for evaluating the region's transportation system.
- Plans, develops, implements, and administers the regional transportation program.
- Assures transportation system implementation, grant administration, and compliance with Federal Highway Administration and Pennsylvania Department of Transportation regulations.
- Other duties as assigned.

Knowledge, Skills and Abilities Required

Knowledge of:

- Methods, practices, and procedures involved in transportation planning, engineering, metropolitan planning organization operations, and management
- Methods, practices, and procedures involved in regional and/or local government transportation planning
- Traffic and safety laws
- Modern business financial principles and practices
- Record keeping practices
- Marketing concepts
- Contract administration
- Computer programs, including Microsoft Office

Ability to:

- Work independently with minimal supervision
- Work in a team environment and assist other LVPC sections
- Interact with citizen groups, elected officials and high level administrators
- Perform a broad range of supervisory responsibilities over others
- Establish effective working relationships with employees, supervisors, and the public
- Provide leadership in formulating and directing policies and programs and engendering a creative environment
- Prepare clear and concise reports
- Prepare grant proposals and administer grants

Minimum Job Requirements

A Master's degree in Urban Planning, Engineering, or related field plus eight years or more of experience in: Metropolitan Planning Organization administration, planning, management, public administration or engineering required.

Other Requirements

This position requires participation at some early morning, evening and weekend meetings and events. Valid Pennsylvania driver's license is also, required.

Salary and Benefits

\$63,000-102,000 annual salary, depending on experience, excellent health and retirement benefits, generous paid vacation and time-off package. Collegial environment where innovation is supported and encouraged.

HOW TO APPLY

Only e-mail submissions to ewillis@lvpc.org will be accepted and must include:

- a. Current resume detailing your education and experience
- b. Letter of interest describing how you meet the qualifications for this position and why you would like to be considered. Please address the letter to Becky A. Bradley, AICP, Executive Director, 961 Marcon Blvd, Suite 310, Allentown, PA 18109
- c. Minimum of three (3) references with names, address, telephone number, e-mail and relationship information for each person

Application materials must be received by 5:00 PM Eastern Standard Time on October 13, 2017.

Lehigh Valley Planning Commission/Lehigh Valley Transportation Study is an equal opportunity employer. Persons with a disability who need assistance with their application or that need this announcement in an alternative format, may call (610) 264-4544.