

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
TRANSPORTATION PRINCIPAL PLANNER/TECHNICAL MANAGER
JOB CODE DTP-1809
STARTING SALARY RANGE \$101,814-\$115,000

OVERVIEW

The Department of Transportation Planning (DTP) of the Metropolitan Washington Council of Governments is seeking a Principal Planner/Technical Manager to join the DTP Plan Development and Coordination Team who will be responsible for the development and analysis of regional long-range transportation plans and other planning products that support the federal transportation planning process. The Coordination Team supports the National Capital Region Transportation Planning Board (TPB), the federally designated metropolitan planning organization (MPO) for the Washington, D.C. region. The TPB plays an important role as the regional forum for transportation planning in the National Capital Region. We work with local, state, regional, and federal partners to develop plans and programs that the federal government must approve in order for federal-aid transportation funds to flow to the Washington region. The TPB also provides data and analysis to decision makers and coordinates regional programs to advance safety, land-use coordination, and more. The Coordination Team leads the development of the TPB's long-range transportation plan, the six-year Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), all public outreach, and is responsible for ensuring that all federal requirements for the metropolitan transportation planning process are met.

POSITION SUMMARY

The successful candidate will perform and lead professional-level planning activities to support the TPB and the federal transportation planning process. The main focus of the job will be to manage and implement Task 1 of the UPWP, which focuses on the development and implementation of the long-range transportation plan and activities related to the federal transportation planning process requirements. The long-range transportation plan is the hallmark of the TPB activities, and every single DTP employee contributes to it.

Activities will include project management, conducting technical analysis for the region's long-range transportation plan and other planning products, and developing user-friendly documentation to clearly communicate the results of the analysis and the planning products. There are many standalone products that are included in the plan, and this position will have to coordinate and or develop those products as well. This position could also provide project management and analysis support for other activities that the Coordination Team is responsible for, including public outreach and Human Service Coordination (UPWP Task 8), as needed. The job also includes working as part of a team to develop and implement new planning activities. This position may also lead board-level activities, such as a task force or work sessions, should the activity(ies) support the development of the long-range plan.

The successful candidate for this position requires strong writing and excellent analytical and computer skills, along with the ability to communicate technical information to non-technical audiences. This position also requires excellent organizational skills, with the ability to juggle multiple tasks in a fast-paced, membership-oriented environment. The candidate will have strong knowledge of and interest in metropolitan transportation and land-use planning. The candidate should be comfortable performing routine, process-oriented tasks while also maintaining organizational awareness and thinking about ways to improve planning activities. The candidate will report directly to the Plan Development and Coordination Program Director.

PRIMARY RESPONSIBILITIES

- Manage UPWP Task 1 activities, which include but are not limited to: project management of the development and implementation of the long-range plan; developing and or coordinating the development of supporting plan documents; conducting analysis for these activities; developing new planning activities; and other tasks as needed.
- Collaborates on the annual development of defining the Task 1 activities.
- While this position currently does not directly supervise staff, the position is expected to manage the task which does include outsourcing activities to other DTP technical specialists (which could also be outside the Coordination Team), so there will be supervision of these activities. This role has the full support from all of DTP leadership to act in this capacity.
- Leads and/or assists with and participates in cross-team and inter-departmental collaboration in support of the development of the long-range plan and other major plans and projects.
- Performs technical analysis using output from travel demand models and other forecasting tools to analyze the performance of the region's long-range transportation plan, and other regional scenarios as needed.
- Develops user-friendly documentation on long-range planning activities, including long-range plan publications, special reports, and website information.

- Develops text, maps and graphics for use in publications, presentations and webpages.
- Develops work statements and specifications for RFPs, negotiates and manages consultant contracts, as needed.
- Researches new approaches for MPO analysis and planning and aids in implementing new activities.
- Assists with public outreach activities, including public forums and workshops (UPWP Task 8).
- Aids with Human Services Coordination activities (UPWP Task 8).
- Makes presentations to and works directly policy and technical committees, including TPB members (including elected officials), top management, and the public
- Performs other duties as required.

EDUCATION AND EXPERIENCE

Requires five years or more of progressively responsible working experience in transportation or urban planning, or a related field, and possession of a masters' degree in transportation or urban planning, or a related field. Any equivalent combination of experience and training that provides the required knowledge, skills and abilities will be considered.

Knowledge of the principles and practices of metropolitan transportation planning. Ability to manage projects efficiently, effectively, within budget, and on-time. Ability to secure cooperation of others in executing plans. Knowledge of the use of data, technical methods and computer technology in transportation planning. Skill in applying data and research technical methods to the solution of transportation planning problems. Ability to speak and write effectively. Ability to effectively present information to TPB members (including elected officials), top management, and the public. Skill in both long-form and short-form writing.

COMMUNICATION SKILLS

Ability to communicate in writing and speaking about complex technical topics to non-technical audiences. Ability to prepare, produce, and present clear, effective, and accurate reports and presentations. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively communicate and collaborate with accounting, contracts, and legal personnel in the execution of project management responsibilities. Ability to lead strategic discussions, demonstrate critical thinking, and effectively manage risk and opportunities.

TO APPLY

Please send a cover letter and resume highlighting the skills and relevant experience you would bring to this position, salary requirement, and writing sample to:

Metropolitan Washington Council of Governments

777 North Capitol Street, NE

Suite 300 - Attention: **OHRM**

Washington, DC 20002-4239

or email to resumes@mwkog.org

Please visit our website at: www.mwkog.org

Fax: 202-962-3715

Identification/Right to Work

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Acceptable forms of identification are listed by the Department of Homeland Security / U. S. Citizenship and Immigration Services on Form I-9, Employment Eligibility Verification

MWCOG is an Equal Employment Opportunity (EEO) employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, sexual orientation or any other class protected by state or federal laws in admission or access to our programs, services, activities, hiring, and employment practices.