



**TRI-COUNTY**  
regional planning commission

## **SENIOR TRANSPORTATION PLANNING MANAGER POSITION DESCRIPTION**

### **POSITION SUMMARY**

The Senior Transportation Planning Manager is a full-time, salaried position with traditional weekday office hours and some evening meetings, travel, and events outside of regular office hours. Primary duties consist of the development, maintenance, and implementation of Tri-County's management systems activities for pavement, safety, and congestion. This position is also responsible for ensuring the realization of investment priorities outlined in the agency's long-range Metropolitan Transportation Plan (MTP) as projects are implemented through the Transportation Improvement Program (TIP). In addition, this planning manager conducts a variety of technical transportation planning work tasks in support of the development of products and deliverables that plan for a safe, reliable, efficient, and seamless multimodal transportation network for the region. This position reports to the Deputy Director.

### **AREAS OF RESPONSIBILITY AND PRINCIPAL DUTIES**

- Coordinates Pavement Management System (PaMS) that considers pavement condition data; evaluates strategic pavement preservation, maintenance, and rehabilitation options; and identifies optimal investment scenarios
- Manages a regional Safety Management System (SMS) to systematically identify, prioritize, improve, and evaluate the performance of regional transportation safety investments; develops, maintains, and implements the agency's safety plan and conducts needs analyses
- Executes a Congestion Management Process (CMP) to evaluate and improve regional transportation system reliability, safety, and performance as needed
  - develops and maintains process to determine system reliability and mobility indexes
  - assesses alternative strategies for congestion management
  - determines and executes methods and approaches to address identified deficiencies
- Conducts performance-based needs analyses, develops technical content, and monitors implementation of investment strategies that address deficiencies as identified in the MTP in coordination with the Deputy Director
- Provides secondary staff resource for maintaining transportation project data in the JobNet system as changes occur and assists with TIP processes and programming needs
- Acts as program liaison with the region's public transportation agencies to coordinate transit planning activities and collaborates with the Transportation Program Implementation Manager on project programming
- Supports special projects and initiatives based on regional needs, emerging technologies, and federal transportation requirements
- Collaborates with Deputy Director and agency program staff to integrate transportation best practices and planning activities with the agency's community development and environmental programming
- Serves as a regional resource on best practices and effective transportation procedures for planning professionals; provides technical assistance, training, and education to local agencies and planning partners

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- Builds and maintains productive working relationships and partnerships with federal, state, local, nonprofit, and private sector representatives to collaborate, cohesively plan, and ensure the coordination of assigned transportation planning activities
- Develops and provides support for supplementary transportation program documents, plans, and deliverables as needed
- Prepares administrative and technical reports, correspondence, and studies and makes presentations regarding program activities
- Assists in the production of mapping and other visualization aides

## **POSITION QUALIFICATIONS & REQUIREMENTS**

### Education

A bachelor's degree is required; civil/traffic engineering, transportation planning, urban or regional planning, geography, or related field preferred.

### Experience

This mid-level technical position requires a minimum of 5 years' professional experience directly related to transportation planning, traffic engineering, urban planning, data management, or related fields. A thorough understanding of urban transportation planning principles, preferably obtained within a Metropolitan Planning Organization or equivalent environment, is a plus.

### Knowledge, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Robust understanding of pavement/asset management best practices, traffic engineering concepts, and congestion management principles
- Working knowledge of local, state, and federal funding mechanisms; understanding of regional and local transportation needs
- Expertise in Geographic Information System (GIS) mapping technology and managing databases
- Strong written communication skills; thorough knowledge of proper grammar, spelling, and punctuation for the preparation of professional written reports, projects, and plans
- Strong verbal communication skills; ability to professionally communicate with colleagues, community leaders, elected officials, and the public and make effective presentations at meetings of governmental groups and public events
- Experience working with local, state, or federal governments; ability to communicate complicated topics to public groups
- Excellent relationship-building and interpersonal skills
- Maintains a professional, non-partisan public profile consistent with organizational values and the agency's role as a neutral facilitator
- Creative and effective problem-solving skills; ability to gather data and information to solve practical problems
- Well organized and able to meet deadlines; ability to manage multiple projects and issues simultaneously and complete them on time with minimal supervision
- Proactive and self-motivated; willingness and desire to improve and learn new processes
- Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, etc.
- Professional planning certification preferred (e.g., AICP, PTP, GISP, PE, PG)
- Collaborative, flexible team player
- Detail oriented and passionate about quality
- A valid driver's license, reliable method of transportation, and willingness to travel on business

## **COMPENSATION AND BENEFITS**

Compensation ranges from \$54,314 - \$74,332 per year; starting pay commensurate with qualifications and experience. Benefits include medical and dental insurance coverage, group life insurance, long- and short-term disability insurance, and a retirement plan.