

Job Title:	Technical Project Manager (Transportation & Environment)	Pay Plan Title:	Principal Planner, Senior Planner or Planner III DOQ
Department/Group:	Transportation & Environment	Reports To:	Assistant Director of Transportation and Land Use
EEO Category:	?	FLSA Status:	Exempt
Pay Plan Level:	First/Mid Level Officials and Managers	Position Type:	Planning & Technical Analysis

Job Description

Job Description Summary:

The Technical Project Manager plans, performs, leads, directs, and supervises professional transportation planning duties to advance the agency's capacity for performance-based planning within the transportation and environment department. This work includes management of technical and non-technical projects in support of regional policy and plan development, coordination and planning with local and state governments and transportation stakeholders, public participation activities to engage and involve the broader community, and project programming and related activities for all travel modes to assist with ensuring the agency fulfills its responsibilities as the region's federally and state-designated metropolitan planning organization and responds to transportation needs throughout the MARC area. May supervise multiple staff teams.

Responsibilities:

- Uses professional knowledge and skills in supporting, assisting, and leading the development and implementation of transportation policies, plans, programs and projects.
- Uses data management and statistical techniques to create or direct staff and contractors to create models to measure and/or forecast characteristics of current and future transportation systems. Develops requirements and specifications for code to automate some procedures.
- Formulates projects and design programs; negotiates direction, policy recommendations or program details; works independently with internal teams and external stakeholders; leads programs; supervises project teams; solves problems; identifies and works toward addressing opportunities; supports projects. Serves as a primary staff liaison between the Transportation & Environment and Research Services departments.
- Conducts research and policy analyses using multiple methods of inquiry and research techniques. Monitors, collects, enters, prepares, compiles, analyzes and presents data on various aspects of transportation planning using a variety of computer software including databases, spreadsheets, geographic information systems, graphics and statistical software.
- Actively represents MARC policies and positions on internal and external committees; initiates contact with project/program stakeholders and committee members to prompt or advance projects and programs; may serve as media contact. Works with external stakeholders to

identify program or policy opportunities, facilitate discussions, and support work to design programs or policies that respond to community interest.

- Staffs, leads and directs agency and community committees, boards, and groups as assigned. Oversees committee activities, work programs, and schedules; sets agendas; recruits committee members; provides logistical support; and presents content. Attends, participates in and organizes meetings during office hours, evenings and weekends as needed.
- Communicates in a professional manner with internal staff, the general public, government employees, elected officials, committee and board members, and others. Writes technical and policy reports as required.
- Assists in program or policy implementation. Manages project work and the corresponding budget, schedule, communication, and invoicing responsibilities as required.
- Supervises, manages, and coordinates staff for individual and group projects, initiatives, and organizational programs as directed. Directs supporting staff work activities.
- Maintains and upgrades professional knowledge, skills, and ability by attending seminars and training programs and reading trade and professional journals and publications.
- Performs those day-to-day activities that are required to keep the unit/program functioning effectively and other related work as required and directed by the Assistant Director of Transportation and Land Use.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this description.

Skills/Qualifications/Education:

Education and Experience:

- Requires a bachelor's degree and a master's degree in transportation planning, regional planning, geography, public administration, business analytics, data science or closely related field or a combination of bachelor's degree and requisite work experience.
- Demonstrated experience using data and data tools to drive decisions in innovative directions.
- Eleven years of related work experience required for Principal Planner, 8 years for Senior Planner, 3 years for Planner III. Project management experience required.

Licenses and Certification:

Certification from American Institute of Certified Planners (AICP), Certified Data Management Professional (CDMP), certified project manager or other closely related credentials preferred.

Knowledge and Skills:

- Knowledge of the principles and practices of urban and regional planning, transportation planning, environmental planning, and community planning and/or other related disciplines.

- Thorough knowledge of the principles of research, standard statistical procedures, sources of planning information, and techniques used in the preparation of materials for presentation.
- Analytical abilities required to collect, integrate and interpret data from various sources, to produce information and reports, and to develop, evaluate, and present planning information and analysis.
- Skill in managing projects, staff assigned to specific projects, and the corresponding budgets, schedules, and general communications.
- Interpersonal skills necessary to effectively interact with and manage internal staff.
- Interpersonal skills necessary to effectively communicate with the general public, media, and outside organizations to successfully present information, respond to questions and consult with others.
- Public speaking skills necessary to effectively interact with committees, governmental bodies, the general public, and outside organizations to successfully and accurately present information.
- Effective writing skills to accurately and succinctly summarize highly technical data into an organized and easy-to-read format.
- Skill in operating computer programs and applications using spreadsheet, database, word processing, geographic information systems, project management and other relevant programs.
- Skill in interpreting complex graphic and/or computer output related to the urban planning process.
- Working knowledge of coding and application development languages.
- Skill in identifying and developing grant opportunities and submitting grant proposals.

Working Conditions:

- This job operates in a professional office environment. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The job requires occasional use of a motor vehicle.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The position is occasionally required to operate a motor vehicle.
- Occasional regional travel by car in the Kansas City area is expected for this position.
- Must possess current legal authorization to work in the United States and not require sponsorship now or in the future (i.e., H1-B, F-1, or TN visas or any other non-immigrant status).

Salary Information:



This position could start at a Planner III, Senior Planner or Principal Planner depending on qualifications. The salary ranges are listed below. When applying, please indicate which level you are applying for in your cover letter.

Planner III	\$56,600 - \$69,000	DOQ
Senior Planner	\$64,825 - \$72,000	DOQ
Principal Planner	\$72,760 - \$81,515	DOQ

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Kerry Kudron	Date/Time:	2/4/2021 9:45 AM

MARC offers an attractive team-oriented work environment along with a competitive fringe benefit package.

To apply, complete our [online application form](#) and attach your cover letter and resume. For more information, visit marc.org/jobs.