

Manager, Office of Capital Programs

RESEARCH ANALYST V (RA V)

JOB RECRUITMENT #21-01

SALARY RANGE	Hi \$80,000s to Mid \$90,000s (position level & salary commensurate with education & experience)
LOCATION	Transportation Programs
CLOSING DATE	When position is filled
AREAS OF CONSIDERATIONS	All sources

The Delaware Valley Regional Planning Commission (DVRPC) is the Philadelphia region's Metropolitan Planning Organization. We believe DVRPC is a place to work, learn, and create a career in a professional and stimulating environment that values diversity, innovation, and bringing your best self to work. If your background and experience match the following vacancy, we would like to hear from you.

Job Description

This is a highly responsible technical and professional management and supervisory position to direct the Office of Capital Programs which is responsible for providing leadership in ongoing transportation project development activities and the creation and maintenance of the region's multi-modal federally and state funded capital infrastructure program. This position requires the ability to understand dynamic federal and state funding programs and parameters for transportation planning and programming and how they are inter-related to the overall regional planning process. Management of staff both directly and in the context of multi-disciplinary project teams is required, in addition to collaborating with federal, state, and member government partners for all tasks. An employee in this capacity is responsible for effective communication through writing and speaking, with an attention to detail in reviewing required communications while meeting strict and frequent deadlines.

Specific assignments will include the supervision of the development (aka "Update") of a new Transportation Improvement Program (TIP) for PA and NJ each year, in alternating years. This development process will involve a considerable number of meetings and development of support materials that are produced by staff. Once the TIP is in place, the manager will be responsible for leading staff through the amendment and modification process on a monthly basis (aka "maintenance" of the TIP), making sure that appropriate collaboration and coordination occurs with other DVRPC and partner agency staff including but not limited to project development, air quality conformity, long-range plan development, and financial plan input.

Oversight of project development activities requires collaboration and coordination with internal and external staff and partners to help evaluate and prioritize proposals and to provide technical assistance for facilitating cross-agency communications and arriving at a path forward towards implementation. Many of these projects are integrated and comprehensive, exploring multiple transportation modes along with their community context.

Supervision is exercised over a diversified staff of professional, technical, graphical, and clerical employees. Work is performed in accordance with general agency policies and professional standards with results subject to technical review by a Director-Level Supervisor.

Responsibilities

- Supervise the development of the PA and NJ TIPs. This work includes ensuring input from state, county, and transit operator representatives, inclusion of up-to-date data, screening of new candidate projects, and incorporating Performance Measures and Performance Based Planning and Programming. This process requires reviewing financial summaries, project information, draft and final documents for public comment, and ultimately seeking DVRPC Board approval for subsequent transmission to state and federal partners of a final program that addresses the needs of the region.
- Negotiate funding levels for the DVRPC region with PennDOT and NJDOT and in preparing each state's financial guidance for the TIP, ensure fiscal constraint is maintained for the program both during development and maintenance of the program.
- Coordinate with other DVRPC planning offices to ensure state and federal requirements for the TIP are met for planning functions including but not limited to Air Quality, Long-Range Plan, Congestion Mitigation Process, and Equity.
- Oversee and provide guidance for project development activities which involve extensive collaboration with DOT's, Counties, Transit Operators and internal DVRPC staff to discuss proposals in early stages, assist in evaluation and prioritization of proposals, and identification of costs, schedules, and appropriate funding sources (e.g. PennDOT Connects for capital and maintenance activities, I-95 Planning Assistance, and NJ Concept Development).
- Oversee public outreach related to TIP development and maintenance and ensure it complies with requirements.
- Oversee the update and implementation of TIP Project Benefit Criteria for evaluating projects and ensure collaboration with the Office of Long-Range Planning.
- Oversee development and implementation of new policy focus areas such as equity, asset management, energy, resiliency, etc., into existing programs including project evaluation and selection.
- Review annual UPWP TIP Actions for funding selected projects and programs.
- Work closely with supervised staff to keep all planning processes required for both PA and NJ coordinated, on track, and consistent where possible.
- Provide funding, program, and selection guidance for select regional competitively funded programs such as CMAQ (Congestion Mitigation and Air Quality), HSIP (Highway Safety Improvement Program), County or Municipal Bridges, NJ "Quick Obligation", and NJ Local Concept Development.
- Formulate issues and explore opportunities generated from new federal or state policies, programs, legislation, or guidance on transportation funding, and advise on appropriate Commission response. This often also requires providing technical assistance to stakeholders.
- Make presentations to various audiences concerning capital programs, TIP, and the role of DVRPC in the capital programming and project development process.
- Ensure the TIP databases are maintained and up-to-date, including all amendments and modifications, and published to the website.
- Manage the yearly performance evaluation process with development of staff's work expectations, provide interim and year-end reviews, and use this process to develop a rapport with staff that fosters individual growth and professional development.
- Ensure monthly progress reports are completed and monitor project spending.
- Respond to questions and requests for technical support from member governments, the public, and other MPO's.
- Perform related work as required.

Qualifications

- Ability to organize, plan, and direct complex, overlapping planning functions, and the ability to guide employees under supervision to foster excellence in transportation funding activities.
- Contribute leadership and technical direction for the department, including a strategic vision for the project pipeline and maintaining a reputation for integrity and innovation.
- Extensive knowledge of the principles, practices, and objectives of transportation planning, and ability to relate this knowledge to the development of a regional transportation system.
- Extensive knowledge of programs, funding sources, and programing processes of our DOT and transit partners.
- Extensive knowledge of the federal requirements for a regional TIP and the project development, management, and funding processes.
- Experience with management of planning projects, including management of multiple staff members on a project team.
- Knowledge of relational databases, database and spreadsheet software, and experience with word processing and PowerPoint.
- Ability to present information effectively in oral, written, and graphic form.
- Strict attention to detail and ability to proofread text and data. The ability to write and edit effectively with attention to detail—applies to work prepared by the Manager and to work of others being supervised.
- Ability to establish and maintain effective working relationships with associates, planning and elected officials, and the general public.

Experience & Training

To classify as a Level RA V, a minimum of seven years of progressively responsible professional experience in transportation or regional planning, including two years in a supervisory or administrative capacity; and such training as may have been gained through graduation with a bachelor's degree from an accredited college/university, with major course work in a discipline applicable to transportation planning or engineering; or an equivalent combination of experience and education.

To learn more about our work culture and benefits, visit our website: www.dvrpc.org/HumanResources/. DVRPC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. FULL CONSIDERATION WILL BE GIVEN TO ALL ELIGIBLE, QUALIFIED APPLICANTS WITHOUT REGARD TO AGE, ANCESTRY, COLOR, DISABILITY, DOMESTIC OR SEXUAL VIOLENCE VICTIM STATUS, ETHNICITY, FAMILIAL STATUS, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION (INCLUDING PREGNANCY), NATIONAL ORIGIN, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION. MINORITY, DISABLED, AND VETERANS CANDIDATES ARE ENCOURAGED TO APPLY. NOTE: MUST HAVE PERMANENT RESIDENCY STATUS AND WORKING PAPERS.

TO APPLY, SEND RESUME / CV WITH COVER LETTER TO HUMAN RESOURCES VIA:

EMAIL: RESUMES@DVRPC.ORG; OR

FAX: 215-592-9125; OR MAIL: 190 N. INDEPENDENCE MALL WEST / 8TH FLOOR / PHILADELPHIA, PA 19106-1520