

VACANCY ANNOUNCEMENT

Program/Project Analyst, Principal Transportation Access and Mobility Group/ Center for Livable Communities

OPEN DATE: August 24, 2021

CLOSE DATE: Open until filled

POSITION SUMMARY:

The Atlanta Regional Commission (ARC) is the regional planning and intergovernmental coordination agency that focuses on issues critical to the region's success, including growth and development, transportation, water resources, services for older adults and workforce solutions. ARC is dedicated to unifying the region's collective resources to prepare the metropolitan area for a prosperous future. This is done through professional planning initiatives, the provision of objective information and the involvement of the community in collaborative partnerships.

The Atlanta Regional Commission is looking for an experienced candidate to provide daily oversight for community engagement activities for ARC's Transportation, Access & Mobility Group, which functions as the Atlanta region's Metropolitan Planning Organization (MPO). The Program/Project Analyst, Principal will lead the development of a community engagement strategy for ARC's transportation programs with a focus on enhancing diversity, equity, and inclusion. The Strategy will include the development and implementation of engagement plans for the Regional Transportation Plan and modal studies, development of guidelines and standards for special transportation studies funded and managed by ARC staff, outreach protocols and advertisement notices for the Transportation Improvement Program (TIP) and project solicitation process and ensuring that all projects and programs meet federal transportation requirements.

Additionally, this individual will periodically update ARC's various resident's guides to transportation and community engagement, ARC's Limited English Proficiency (LEP) Plan and the Title VI plan in accordance with federal requirements. They will manage placing public meeting notices in legal organs for plan and TIP Amendments and providing oversight for public comment at all transportation committee meetings (including MPO Committees such as the TAQC and TCC). This candidate will co-facilitate the Transportation Equity Advisory Group (TEAG) and provide in-house technical assistance to internal and external stakeholders on community engagement plans, outreach and survey tools, websites, social media, and other techniques. The position, when called upon, also provides staff support on agency-wide initiatives or events that involve the public, local state, and regional stakeholders or community groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as the lead staffer in developing and executing a community engagement strategy for the Regional Transportation Plan, Transportation Improvement Program and the planning initiatives of the Transportation Access and Mobility Group;
- Leads and prepares federally mandated community engagement processes and documents including the Limited English Proficiency Plan, the Title VI Plan, the federally required

Community Engagement Plan, public outreach requirements for the Regional Transportation Plan, Transportation Improvement Program (TIP) amendments, as well as other requirements that may come about through federal legislation or rulemaking;

- Serves as public comment lead for ARC committees (TAQC and TCC), communicates with ARC Board and committee members, including interacting with county commissioners, mayors, state and local agency leadership, and other elected officials and senior staff;
- Serves as a project manager on major regional projects; serves as a liaison with federal, state and local officials; serves as project team member for projects undertaken by other groups and/or organizations; consults and/or leads community engagement tasks of local and regional transportation studies; facilitates public engagement process, attends meetings, prepares and delivers public presentations; develops new strategies and initiatives; manages budgets, contracts and/or consultant teams; attends partner events; develops and manages project information including digital communications;
- Serves as a technical and/or subject-matter expert in community engagement in an urban and regional planning context; researches and deploys effective and innovative public engagement tools and practices, with a focus on equity and inclusion; provides advice and consultation to partners and clients in the region; develops and nurtures relationships with partners and member organizations;
- Convenes and facilitates meetings; prepares content and presentations; coordinates with other ARC groups to support agency events, conferences and workshops, leadership programs, and communications and marketing;
- Serves as a lead worker, assigning work and monitoring work completion and/or supervises contract and/or temporary staff, as assigned.
- Perform other duties as assigned to support agency goals and objectives.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES:

- Knowledge of principles and practices of program administration and management;
- Knowledge of community and public engagement best practices, current and innovative approaches, techniques, and tools;
- Knowledge of transportation planning and policy;
- Ability to chair and facilitate interagency meetings, including local, state, and federal partners;
- Ability to work well with all ranges of a diverse group of stakeholders, including elected officials, senior staffers, and the public;
- Ability to work independently and work effectively in a team environment;
- Ability to travel periodically (local and regional) and attend some meetings after hours and weekends;
- Strong strategic and innovative thinker, with exceptional organizational skills;
- Proficient with Microsoft Office applications.

MINIMUM QUALIFICATIONS:

- Master's degree in business or public administration, human services or directly related field
- Three (3) years of program administration experience

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

PREFERRED QUALIFICATIONS:

- Master's degree in urban or regional planning, public administration, or related field
- Five (5) years of professional community engagement experience in an urban or regional planning setting

SPECIAL REQUIREMENTS:

In addition to the detailed examples of responsibilities and abilities contained herein, all employees of the Atlanta Regional Commission are expected to model behavior consistent with the guiding principles outlined in our **Evolution Strategy**. Specifically, incumbents are responsible for demonstrating work habits that are:

1. Interdisciplinary by promoting professional and interpersonal connections and integration across functional disciplines;
2. Holistic by seeking expertise within the team, Division, or Agency to produce his/her work output, and demonstrating a strong understanding of and support for interrelationships between their work and the work of others in the team, Division, or Agency;
3. Actionable by continuously striving to improve his/her capabilities to produce sustainable outcomes, and displaying a strong need for achievement and a high energy level to attain goals;
4. Outcome Based by taking the initiative to meet goals and expectations, and consistently striving to produce tangible results with significant visible impact, and;
5. Targeted toward Ensuring Colleagues' Success by willingly and deliberately providing his/her expertise to others in an effort to build and sustain effective internal and external working relationships, and by modeling behaviors that consistently demonstrate concern for colleagues' success, needs, respect, trust, and integrity.

ANNUAL SALARY RANGE: \$58,604 - \$79,116 (no SS deductions except for Medicare portion, approx. 1.45% of salary)

ARC is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in employment or the provision of services.