

Associate Director, Comprehensive Planning

RESEARCH ANALYST VI (RA VI)

JOB RECRUITMENT #21-09

SALARY RANGE	\$98,852 to \$127,025 (Salary Commensurate with Education & Experience)
LOCATION	Regional Planning
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 an advanced professional position with management, supervisory, and administrative responsibilities for multiple planning areas. This high-level position is charged with assisting upper management with administrative duties and commission-wide tasks, overseeing certain personnel responsibilities, and helping direct several planning areas. This position is also responsible for the development of comprehensive regional planning programs.

The Associate Director (AD) for Comprehensive Planning position is responsible for the oversight of research and analytical work in a wide variety of planning and technical activities related to such topics as land use, transportation, asset management, performance-based planning and programming, goods movement, aviation, air quality, electric vehicle infrastructure, and socio-economic and land use demographics. Responsibilities include work program development, project budget development, assignment of staff, evaluation of staff tasks and performance, and participation in Directors' meetings. Managing relationships with staff, executive management, and outside partners is also expected. The AD will oversee two Offices: Office of Long-Range Planning, and Office of Freight and Aviation Planning; as well as two Program Areas: Air Quality, and Socio-economic and Land Use Analytics.

Assignments are performed in accordance with overall agency policies and professional standards. Work will be reviewed by the Director of Regional Planning, through meetings, coordination activities, and evaluation of results. Coordination with other Directors and Associate Directors is also essential.

Responsibilities

- Directs the work of the Office of Long-Range Planning, the Office of Freight and Aviation Planning, and the Air Quality, and Socio-economic and Land Use Analytics Programs.
- Oversees or manages specific studies or programs, including preparing scoping, methodology, data collection, and project committees.
- Prepares budgets, works with Office managers and Program managers to define projects and studies, determines work assignments and priorities, and undertakes related administrative actions.
- Develops and communicates annual performance expectations, prepares interim reviews, and conducts year-end evaluations for supervised staff.
- Reviews staffs' tasks and evaluations at every step and recommends changes where appropriate.
- Formulates issues and explores opportunities generated from new federal or state policies and programs, and advises on appropriate Commission responses.
- Develops and maintains constructive federal, state, county, private sector, nonprofit, and institutional relationships with DVRPC, and represents DVRPC at public and private meetings, conferences, and other events.
- Administers outside grants and consulting contracts dealing with planning projects, data services and collection, and special projects.
- Responds to questions from member governments and agencies, the public, and other MPOs.
- Develops methods of communication, mentoring, and encouraging professional development for direct reports and their staff.
- Performs related work as required.

Qualifications

- Ability to organize, plan, and direct complex research projects and to supervise the work of technical and professional personnel.
- Ability to oversee multiple offices and programs, review a wide variety of deliverables (studies, technical memos, program guidelines, webmaps, etc.) across a breadth of topical areas, and be able to prioritize and pivot to new opportunities.
- Knowledge of metropolitan planning organization (MPO) core functions, governing structure, and processes.
- Superior knowledge of the socio-economic factors, principles, practices, and objectives of regional transportation and land use planning.
- Extensive knowledge of the principles, practices, and objectives of regional planning, and ability to relate this knowledge to the development of a regional transportation system.
- Extensive knowledge of research methods, including thorough knowledge of principles and practices of working with large-scale data.
- Proficient with Microsoft Office and Google Suite software.
- Ability to establish and maintain effective working relationships with associates, planning and elected officials, partner organizations, and the general public.
- Demonstrated ability to enhance DVRPC's mission with forward-thinking ideas for the future.
- Should possess an entrepreneurial inclination with the proven ability to cast a vision to diverse partners and achieve buy-in.
- Ability to prepare and deliver clear and concise presentations and written reports.

Experience & Training

To be classified as an RA VI, a minimum of ten years of progressively responsible professional experience in transportation, community and/or regional planning, including at least three years in a supervisory or similar administrative capacity, and a Master's degree in city or regional planning or a related field preferred.

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