

Capital Program Coordinator

RESEARCH ANALYST I/II (RA I/II)

JOB RECRUITMENT #22-10

SALARY RANGE	Low to High \$50,000s (position level & 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 a professional position responsible for support activities in the development and maintenance of the regional Transportation Improvement Program (TIP). DVRPC convenes a wide array of partners across Greater Philadelphia to inform and facilitate data-driven decision making. One of our core responsibilities is the development and maintenance of a TIP, which lists the regionally agreed upon priority highway and public transit projects, plus bicycle, pedestrian, and freight related projects. The TIP uses performance-based planning to ensure efficient use of the region's resources, public funding, and other assets.

The Office of Capital Programs works with member agencies to create a new TIP each cycle (every even year for NJ, every odd year for PA), including a number of meetings and the preparation of support materials. Once the TIP is in place, there are requests for amendments and modifications through the monthly DVRPC meeting cycle, in addition to a number of competitive funding programs. The employee will help to identify and advance priority transportation plans and projects, and to improve the efficiency of the region's transportation system. The position also involves assisting with project development and analysis activities in both states.

Work is performed in accordance with broadly-defined objectives and professional standards and is subject to administrative and technical review by a senior professional.

Responsibilities

- Assist in development of PA and NJ TIPs. Tasks may include seeking input from state, county, and transit operator representatives, as well as other DVRPC staff, using established criteria to evaluate new candidate projects, preparing various project listings and financial summaries, research on project details and funding eligibility, and assisting in preparing public documents. Other tasks include updating the draft database with current cost estimates, schedules, descriptions, and constraining the draft program to available funds.
- Assist in conducting public outreach efforts to gather input on the TIP development process and comments on Draft TIPs, including development and maintenance of public information database/inventory for transportation projects.
- Assist in the TIP amendment and modification process. Tasks will include helping to maintain the TIP databases by updating current database records, and publishing to the website. Tasks include research and follow-up of requested actions to determine funding eligibility, project details, and subsequently preparing and presenting materials explaining TIP requests to the RTC, and Board.
- Provide staff support for project evaluation, selection, and development. Communicate and coordinate to solicit, consolidate, and track feedback from internal DVRPC staff "Subject Matter Experts" and outside partners on transportation projects and proposals. Tasks may also include coordinating and facilitating meetings, and preparing meeting notes.
- Provide staff support to Competitive CMAQ, TASA, Competitive Bridge Programs and local project development processes. Tasks may include preparing application and guidance materials, preparing spreadsheets of financial information, reviewing applications, coordinating emissions analysis for applications and preparing summaries, providing support letters on an as-needed basis, assisting in deliberations and formulation of recommendations to Board for projects to be funded under these programs, and preparing minutes of meetings.
- Assist with performance-based planning and programming responsibilities, including asset management transportation performance measures target-setting and tracking, development and application of project evaluation criteria, and Environmental Justice and equity analysis of the Draft TIP.
- Coordinate with planning partners for project development and implementation, such as I-95 Planning Assistance, PennDOT Connects, and NJ Concept Development.
- Participate in public education efforts concerning the TIP as needed, including presentations to various groups, and providing technical assistance to member governments, the public, and other MPOs.
- Prepare special data reports on an as needed basis.
- Perform related work as required.

Qualifications

- Ability to work independently as well as part of a team of diverse staff in office and remote environments.
- Ability to establish and maintain effective working relationships with associates, planning and elected officials, and the general public.
- Strong organizational and time management skills, and the ability to handle multiple tasks and adhere to strict and frequent deadlines with attention to detail and accuracy.
- Ability to organize, synthesize, and communicate information in a clear and concise manner.
- Proficiency with MS Applications (Word, Excel, PowerPoint) with emphasis on data analysis, reports, and presentations. Thorough experience and knowledge of relational databases, database software (including MS Access), and spreadsheet software (MS Excel), and the ability to conduct analyses and produce reports using such data management tools. MS Access capabilities to design queries and reports, and to create and manipulate tables is required.
- Familiarity or knowledge of the principles, practices, and objectives of transportation planning, and ability to relate this knowledge to the development of a regional transportation system is helpful, as is familiarity or knowledge of NJDOT and PennDOT project programming, development, and/or delivery processes.

Experience & Training

To classify as a Level RA I, one year of professional experience in transportation or regional planning is required. To classify as a Level RA II, a minimum of three years is required. Such experience may have been gained from a combination of experience and training. Training may have been gained through graduation from a four-year degree program from an accredited college or university with major course work in Transportation Planning, or a related discipline. A Master's degree or a full year of intern or co-operative education experience can be substituted for one year of experience.

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. 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