

Deputy Executive Director

Chicago, IL 60607

Posted 07/03/2022 | Deadline Open until filled | Full-time | 143,643+, commensurate with experience | Research, Analysis & Programming

APPLY

Job Description

Provides leadership, strategic direction, and oversight for the agency's regional policy and program development, guiding and directing a professional team and overseeing program analysis initiatives. Work involves research, developing policies, setting goals, and measuring progress to assist the region in accomplishing the recommendations of the long-range plan. Serves as a member of the executive team under the direction of the Chief of Staff and Executive Director. Departmental leadership and management are exercised for personnel within the division.

Essential Functions:

- Provides leadership and guides research, policy development and planning activities, executes on the agency's strategic direction to implement the goals and recommendations of the long-range plan.
- Actively participates in supporting the implementation of the regional comprehensive plan through leadership and coordination of the agencies policy, working, and advisory committees and working groups.
- Direct the allocation of federal transportation funds through various agency programs. Ensures compliance with federal transportation planning requirements.
- Develop, recommend, and implement process improvements to CMAP's transportation programming activities through policy development, quantitative and qualitative analysis, and stakeholder outreach.
- Evaluates and recommends potential transportation investments; and coordinates multimodal transportation implementors on regionally significant projects and supports project alignment with regional plans and priorities.
- Develops, interprets, distills, and presents complex concepts into relevant and understandable findings and reports for internal and external public bodies, committees, boards and working groups.
- Oversees a diverse portfolio of agency work, including complex data analysis, modeling, forecasting and the development of modeling theory and practice interpretations, technical reports, and issues briefs.
- Implements transformative process improvements to transportation programming activities through policy development, quantitative and qualitative analysis of large and diverse data sets, and stakeholder outreach and deliberation.

- Leads activities to foster, develop and maintain strong relationships with local governments, transit agencies and other transportation implementors from across the region.
- Oversees the collection, development, maintenance and sharing of actionable data, serving as the authoritative data resource for the region.
- Recruits and selects department personnel; assigns, directs, trains, and coordinates the work of staff; rewards, disciplines, coaches, counsels, and evaluates staff performance; and recommends transfers, promotions, suspensions, terminations, and demotions.
- Develops and manages department budget based on annual work plans, including personnel, commodities, operating expenses, contractual and professional services, conferences, training and travel.
- Identifies critical budget needs, develops business case for budget, and prepares cost estimates to support budget appropriation.
- Develops and sets internal policy in conjunction with the executive management team.
- As a leader, models the agency's core values.

Education and Experience Required (an equivalent amount of training, education and experience will be considered)

- Bachelor's degree in public administration, public policy, urban planning, transportation management or related field from an accredited university.
- Minimum of ten years of progressively responsible professional experience managing urban planning, public policy, transportation analysis activities and related functions including but not limited to at a public agency, private firm, or civic organization.
- Minimum of five years successful management experience of professional and managerial employees.
- Demonstrated effective professional leadership and interpersonal skills, including fostering and supporting team member career development, active listening, as well as verbal and written communication and presentation.
- Proven competence working with diverse constituencies and stakeholders
- Valid driver's license

Knowledge, Skills and Abilities including competencies that may be representative but not all inclusive of those commonly associated with this position.

- **Proficient in highly technical functions and also able to convert technical information into concise written and verbal presentations to assist the region's policy makers with developing solutions for complex transportation challenges.**
- **Ability to communicate effectively with people and other departments.**
- **Ability to make objective decisions using sound judgment.**
- **Ability to navigate conflict.**
- **Ability to develop consensus across a broad range of interests and forums.**
- **Ability to lead complex research projects, conduct detailed research and prepare reports and findings.**
- **Ability to establish and maintain relationships with diverse groups of constituents.**

SUPERVISORY RESPONSIBILITIES AND COORDINATION required to perform the functions of this job.

- **Supervises Research, Analysis, Planning Principals.**