

TRANSPORTATION PROGRAM MANAGER

Merrimack Valley Planning Commission (MVPC) is seeking an experienced planning professional to provide supervisory, administrative, and technical leadership in developing and managing the agency's Transportation Program. The Transportation Program Manager is responsible for the accomplishment of all highway and transit planning services for the agency and oversees the transportation planning contracts with local, state, and federal agencies and the Merrimack Valley Regional Transit Authority. The Program Manager assists in the preparation and development of regional Transportation Planning studies, transportation programs and assists in planning, organizing, and directing the transportation/transit planning activities and programs for the Merrimack Valley Metropolitan Planning Organization (MVMPO).

Essential Functions:

Manages all programmatic activities including projects, staffing, work assignments, and program budgets. Develops and supervises all aspects of the MVMPO Unified Planning Work Program (UPWP). Performs a variety of routine and complex administrative, technical, and professional work in support of programmatic, agency, and regional initiatives. Within this framework, the essential functions or duties listed below are intended as examples of the various types of work that may be performed:

- Coordinates and implements the work of transportation team members and peers on major transit and transportation planning projects. Develops, interprets, and monitors urban transit/transportation policy and planning work, including completion of complex written documents and reports. Creates and manages detailed work schedules, program budgets, conducts weekly staff meetings, and coordinates work assignments of other staff planners on projects. Prepares and manages requests for proposals, budgets, schedules and contracts for major transit and transportation planning projects.
- Assists in implementing the transportation planning program, including frequent attendance at meetings and participates in transit/transportation studies. Serves as the primary author of the Transportation Program Unified Planning Work Program (UPWP) working under the guidance of the Executive Director.
- Responsible for coordinating the development of the MVMPO Transportation Improvement Program (TIP) in cooperation with state and federal agencies.
- Represents the Commission at professional and public hearings, governmental/regulatory agency meetings, peer working groups, MVRTA Advisory Board meetings, Merrimack Valley Transportation Committee and Commission meetings to explain transit/transportation planning policies, procedures, regulations, programs and projects.
- Assists in meeting the planning needs of the Merrimack Valley Regional Transit Authority (MVRTA) for both fixed route and demand response systems.
- Analyzes and evaluates social, economic, and physical data and prepares reports on planning issues. Participates in the preparation of plans and projections of future transit, transportation, economic or demographic conditions and trends.
- Investigates and reviews federal and state legislation and regulations for potential impact on transit/transportation plans and programs and provides comments and recommendations as part of the public review process for these documents.

- Seeks out, prepares, promotes, secures, and administers public and private grants pursuant to the policy aims and strategic objectives of the organization. Provides similar services as requested for member communities.
- Conducts work as a highly visible and engaged program leader, able to convene, inspire and build partnerships and opportunities for collaboration within the region and externally with partner organizations and agencies.

Minimum Qualifications:

Master's degree in transportation planning, civil engineering, or other closely related fields, ten years of progressive transit planning and/or transportation planning experience including program management, personnel management, and computer experience with related software applications; or any equivalent combination of education and experience. Specialization in traffic studies and traffic safety is desired.

Special Requirements:

Thorough knowledge of the principles and practices of transportation planning and of related federal, state and local legislation, procedures, codes and standards. Familiarity with civil engineering principles governing transportation and transit.

Ability to:

- organize programmatic work activities and staff assignments.
- lead transportation program staff in managing the program workplan and implementing goals.
- manage program budgets.
- synthesize and present complex data in a clear concise manner for a broad range of readers.
- communicate effectively orally and in writing.
- research and analyze information from print and web-based sources; and
- effectively interact with municipal officials, engineers, consultants and the public.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort is generally required for work performed in the office. Position requires the ability to operate a keyboard as well as an automobile to perform state and region-wide travel for MVPC business.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Salary Range: \$90,000-\$125,000 commensurate with experience. Full-time employment with the Commission includes a benefits package as well as enrollment in the Massachusetts State Retirement System.

Regular work hours are Monday through Friday 8:30 am to 4:30 pm. MVPC prides itself in being a flexible and accommodating employer and values an employee's work-life balance. MVPC currently requires three in-office days per week and is committed to maintaining a hybrid workplace.

Please submit a cover letter with your resume to: jobs@mvpc.org

The Merrimack Valley Planning Commission is an EEO/AA Employer www.mvpc.org/careers