



# NOW HIRING

*in Indiana's Duneland in the Chicago metropolitan area*

## DIRECTOR OF TRANSPORTATION

Working to enhance the quality of life for nearly 800,000 people along the southern shore of Lake Michigan, the Northwestern Indiana Regional Planning Commission (NIRPC) is seeking an exceptional individual to lead transportation planning activities under NIRPC's designation as a Metropolitan Planning Organization (MPO).

### SUMMARY OF THE POSITION:

The Director of Transportation will head up the development and implementation of NIRPC's transportation framework and ensure that NIRPC meets all its Federally required responsibilities as an MPO in surface transportation and public transit. The position will oversee the staff responsible for all aspects of transportation planning, and will facilitate stakeholder committees pertaining to technical, financial, and other aspects of regional transportation planning and project management. Responsible for the Long Range Transportation Plan as inculcated in *NWI 2050*, the Transportation Improvement Program (TIP), and other federal MPO requirements, the Director of Transportation will respond to internal and external inquiries pertaining to transportation planning; will be responsible for quality of transportation team products; will develop and enhance performance metrics/measurements; will lead and direct the work of transportation planning staff; will ensure efficient and effective use of transportation planning funds; will problem-solve obstacles to efficient project delivery; will collaborate with transit funding recipients to ensure equitable allocations of available funding; will carry out NIRPC's Title VI program and address environmental justice concerns; and will be the go-to strategic point person for all transportation-related projects.

## MINIMUM REQUIREMENTS:

- A Bachelor's Degree in urban or regional planning, or a strongly related discipline such as public policy or transportation management, is required. A Master's Degree in these fields is strongly preferred. AICP certification (particularly with Advanced Specialty Certification in Transportation) will be considered over candidates without this qualification.
- Minimum of ten years of successful experience in transportation planning (or land use planning with a strong transportation component), preferably with a regional or local government. Additional experience may compensate for a lack of a Master's degree.
- Demonstrated knowledge of or experience with Federal Highway Administration and Federal Transit Administration programs.
- At least seven years of the relevant experience should be in a supervisory capacity.
- Must have ability to lead effectively with strengths in adaptive management and mentoring.
- Strong public service ethic that is customer-centric and able to navigate federal and state bureaucracies with tact, discretion, and skill.
- Top-notch written and verbal communication skills, including group facilitation abilities and collaborative aptitude among multiple parties.
- Demonstrated understanding of transportation planning principles and federal duties and obligations of Metropolitan Planning Organizations.
- Exceptional skills and aptitude in project management and public administration, including budgeting, project staffing, and coordination of work activities.
- Must have a track record of attention to detail, regulatory compliance, mathematical accuracy, and follow-through on tasks.

## STARTING SALARY & BENEFITS:

- \$100,000 +/- depending on qualifications, experience, and readiness for the role.
- NIRPC has a competitive benefits package, including thirteen paid holidays, a flexible work schedule, and the ability to do some work from home.
- NIRPC pays 100% of an employee's contribution to Indiana's Public Employees' Retirement Fund.

## APPLICATION & TIMEFRAME:

- To be considered for this position, please submit a carefully written cover letter, resume, and at least four professional references to:

Meredith Stilwell, Office Manager  
Northwestern Indiana Regional Planning Commission  
6100 Southport Road  
Portage, IN 46368-6409  
[mstilwell@nirpc.org](mailto:mstilwell@nirpc.org)

- Attention to detail, proper grammar, and a clear demonstration of the applicability of your skills and experience to this position will have a strong bearing on further consideration of your submission.
- Application materials should be in NIRPC's hands by February 15, 2023, for foremost consideration, though the position will remain open until filled to find the candidate with the best fit among professional qualifications, experience, and suitability to NIRPC's mission.

## *Wondering about locating to Northwest Indiana?*

Called "the Affordable Shore" by the Chicago Tribune, Northwest Indiana combines an innovative spirit, beautiful Lake Michigan shoreline, and proximity to Chicago and its amenities with commuter rail access that is undergoing game-changing expansion and service enhancements.

Northwest Indiana's 41 communities provide everything from small town character to vibrant downtowns, restaurants, coffee shops, breweries, and arts districts.

These communities provide Northwest Indiana with a rich but affordable quality of life, helped by a state constitution property tax cap, significantly lower taxes than our Illinois neighbors, and lower overall housing costs with similar or better proximity to Chicago's loop than many Illinois suburbs.

The Indiana Dunes National Park and coastal environs provide exceptional beaches, forested dunes, paddling opportunities, and access to over 200 miles of paved trails linking greenways, parks, and other recreational amenities throughout the region.

