



## DENVER REGIONAL COUNCIL OF GOVERNMENTS

### **OPEN POSITION ANNOUNCEMENT: Program Manager (Subarea and Project Planning, Multimodal Transportation Planning)**

(April 2023)

The Transportation Planning and Operations division is growing and we're looking for motivated and creative people to join our team. DRCOG is the largest metropolitan planning organization in the mountain west and is leading exciting and innovative regional transportation initiatives. DRCOG plans for and allocates funding to transformative transportation projects that support multimodal mobility for residents and visitors throughout the Denver region. Come join our dynamic team of transportation professionals focused on projects like regional Vision Zero, active transportation, bus rapid transit corridors, complete streets, air quality and climate, mobility analytics, emerging mobility, and regional transportation operations and technology.

We are currently recruiting for a Program Manager to lead our work on new and innovative multimodal corridor planning programs, community-based transportation plans, and other subarea and project implementation efforts to help bring to fruition the multimodal investment priorities in DRCOG's 2050 Metro Vision Regional Transportation Plan.

The Denver Regional Council of Governments serves as a visionary leader along Colorado's front range. We tackle the BIG issues, like growth and development, transportation and meeting the needs of older adults. Our success is built on, and defined by, long-standing partnerships and serving as a forum for discussing these and other emerging issues in an effort to collectively find innovative solutions. DRCOG is a Regional Planning Commission per Colorado state statute, is the federally designated Area Agency on Aging (AAA), and the Metropolitan Planning Organization (MPO) for the Denver region. Our culture and values fuel and inform the work we do, and employees are rewarded with competitive compensation, generous benefits and an adaptable work environment. Sound like a good fit? We'd love to meet you!

### **ABOUT THE POSITION OF Program Manager (Subarea and Project Planning, Multimodal Transportation Planning)**

*This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the Division.*

- Directs staff by prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Directs the development, implementation, and assessment of strategic initiatives aligned with division objectives, and plans of an organizational-wide function or multiple functions; coordinates activities between multiple teams or functions.
- Oversees the operation and activities of an organizational-wide function or multiple functions which include program and project development, evaluation, and reporting; research and outreach activities; and compliance with policies, standards, and regulations.
- Develops and oversees multiple budgets; contracting functions; allocates resources; monitors and controls expenditures.
- Develops and maintains internal and external relationships; participates in a variety of meetings, committees, task forces, or related groups to communicate information regarding services, programs, areas of opportunity, and other information; represents assigned area on committees and advocacy groups.
- Reviews and approves a variety of records, reports, contracts or other documents; makes decisions or provides recommendations based on findings;
- Serves as an advisor to the organization's executive team.

- Lead corridor, subarea, community-based and other similar multimodal transportation studies to implement the Regional Transportation Plan's project and program investment priorities at the corridor and community levels.
- Oversee staff participation in project, corridor, community-based and other multimodal transportation studies initiated by local governments, CDOT, RTD, and other stakeholders.
- Oversee other planning implementation tasks through managing staff of the transportation planning implementation team, including ongoing planning, project development (NEPA process), and implementation of a regional Bus Rapid Transit network, completion of RTD's FasTracks program, Front Range Passenger Rail planning and development, priority freight corridors, and related efforts.
- Oversee implementation of and updates to DRCOG's Regional Complete Streets Toolkit.
- Coordinate with the Programming and Project Delivery Team on TIP policy and project planning.
- Conduct technical analysis, develop recommendations, and provide technical quality assurance.
- Prepare reports and briefing papers, make presentations, and meet with the public to explain plans.
- Lead standing and ad hoc committees and technical work groups; prepare agenda material (memos, resolutions, etc.) for Board and committees.
- Build and maintain effective relationships with local government and public agency staff and elected officials.
- Lead policy development in the area of multimodal transportation planning implementation.
- Providing leadership to staff;
- Delegating and prioritizing work;
- Planning, coordinating, and implementing programs, projects, events, and activities;
- Developing and administering budgets;
- Analyzing processes and making recommendations for improvement;
- Interpreting and applying applicable laws, rules, and regulations;
- Interpreting analytical reports, summaries, and other related statements;
- Utilizing a computer and relevant software applications;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, the general public and others to sufficiently exchange or convey information and to receive work direction;
- Utilize personal computers and common software applications (Microsoft Office environment).
- Leadership principles;
- Management principles and practices;
- Strategic planning and policy principles;
- Budgeting principles;
- Fiscal policy and financial management;
- Program development and administration principles and practices;
- National Environmental Policy Act (NEPA) and federal project development processes;
- Project management principles;
- Advanced principles and practices in assigned area of responsibility;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes.
- Requires thorough knowledge of the principles and practices of regional transportation planning, including project development and implementation, transportation modeling, and basic transportation/traffic engineering is desirable.
- Prepare credible and understandable written materials and presentations;
- Establish and maintain effective working relationships with other employees, governmental and non-governmental agency personnel, elected officials, consultants, and the public;
- Facilitate and lead interagency work groups and committees.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

Bachelor's Degree in transportation planning, urban or regional planning, engineering or field directly related to assignment, five to seven years of progressively responsible related experience and two years of supervisory experience. A Master's Degree in a field directly related to assignment may be preferred. Some assignments may require additional certifications and/or licenses.

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

**STATUS:** Full-time, Exempt

**LICENSING/CERTIFICATIONS:**

AMERICAN INSTITUTE OF CERTIFIED PLANNERS (AICP) PREFERRED, BUT NOT REQUIRED.

**COMPENSATION AND BENEFITS**

The hiring salary range for this position is \$7,516.66 - \$ 9,391.66/month or \$3,758.33 - \$ 4,695.83 /semi-monthly depending on qualifications.

**APPLICATION PROCEDURE**

To view the full job description, a complete listing of benefits, and to apply for this position, please visit our website at <https://drcog.org/drcog-job-openings>.

**This position is open until 5:00 p.m. Mountain Time on Friday, April 28, 2023.**

**All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.**