



Roanoke Valley-Alleghany  
**REGIONAL**  
commission

## **ROANOKE VALLEY-ALLEGHANY REGIONAL COMMISSION**

### Position Description **DIRECTOR OF TRANSPORTATION PLANNING**

The Roanoke Valley-Alleghany Regional Commission is seeking an energetic, creative, and outcome-focused individual to lead our Transportation team. The Director of Transportation oversees the bulk of our transportation planning, programming, and implementation work and will manage stakeholder relationships among our localities and across state and federal partners. The Director of Transportation has significant responsibility managing our urban transportation program and its various Federal regulatory requirements, along with our rural transportation planning efforts and support with various local and regional planning efforts along with ongoing technical support.

The Director of Transportation is ultimately responsible for working with member localities to identify their needs, align regional priorities accordingly, and seek paths to implementation through various state and federal programs like SMART SCALE, RAISE, Safe Streets 4 All, the Bipartisan Infrastructure Bill, and other opportunities as they arise.

### **General Definition**

Under the supervision of the Executive Director, with considerable latitude for exercising independent judgment, the Director of Transportation is responsible for management, coordination, administration, and internal leadership of the Regional Commission's transportation program, including the Roanoke Valley Transportation Planning Organization (RVTPO), and Rural Transportation Planning Programs, along with other studies, technical support, special projects, and grants.

### **Essential Duties & Responsibilities**

Leads and manages staff planners engaged in transportation-related work to ensure that the transportation planning products included in the RVTPO's Unified Planning Work Program (UPWP) and the Rural Transportation Planning Work Program (RTWP) are developed in an innovative, timely and high-quality manner ensuring adherence to budget and federal guidelines including the Constrained Long-Range Transportation Plan (CLRTP), the Congestion Management Process (CMP) Plan, the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), and the Rural Transportation Planning Work Program (RTWP);

Oversees the development and implementation of the RVTPO's federally required products including the Metropolitan Transportation Plan (MTP), the Transportation

Improvement Program (TIP), and the Congestion Management Process (CMP) as well as the administration of the RVTPO's federal funding programs;

Prepares necessary reports for state and federal grants and ensures their timely submittal to state and federal agencies, for their review and approval.

Writes reports, prepares presentations and makes recommendations to the RVTPO Policy Board and Technical Committee regarding metropolitan transportation plans, programs and policies. Serves as lead staff member to the Transportation Technical Committee (TTC);

Works with other staff members of closely aligned programs such as the Roanoke Valley Alleghany Regional Commission's Transportation Demand Management (TDM) program, RIDE Solutions, Community Development, and other RVARC programs to develop synergies and mutually supportive interchange between the various programs;

Encourages, coaches and develops transportation planning staff to continually develop their skills, effectiveness and assumption of higher levels of responsibility;

Consults with staff and officials of local, state and federal government and regulatory authorities concerning policies, plans, programs and projects;

Performs needed technical work on plans, programs, studies, and analysis in coordination with the work being performed by staff planners;

Attends various meetings and conferences on behalf of and as requested by the Executive Director;

Assures the success of regional planning work through coordination and consensus building among regional stakeholders, including local government planning staff, administration, VDOT, local elected officials, and others.

Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

- Comprehensive knowledge of theories, principles, practices and techniques of both management and transportation planning as well as state and federal legislation and rules governing the MPO process, federal transportation programs, state transportation programs and funding allocation process.
- Must have a varied and adaptable background suitable to constantly shifting between leadership, managerial, technical, planning roles when the situation demands. Ability to initiate, motivate, communicate, and present ideas related to transportation planning, funding, multimodal transportation needs, and budget.

- Ability to lead the planning, organization and completion of multiple projects in a timely manner.
- Strong computer skills (including Microsoft Office, Internet applications and GIS);
- Strong written and oral communication skills.
- Ability to establish and maintain effective and cordial working relationships with professional colleagues, government officials, subordinates, representatives from other agencies and the general public.

### **Education and Experience**

Graduation from an accredited college or university with a combination of undergraduate and Master's level Degree(s) in urban, regional, or transportation planning; transportation or civil engineering; or a closely related field and a minimum combination of 10 years of planning or managerial experience; OR Graduation from an accredited college or university with a Bachelor's Degree in any of the aforementioned fields with a minimum of 15 years' experience in planning and or public/business administration. Experience in transportation planning with an MPO, COG, local government, state or federal agency involved in metropolitan transportation planning. AICP certification is preferred.

### **Continuing Education**

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged for advancement to subsequent positions of responsibility.

### **Physical Effort, Dexterity, Visual Acuity, Hearing, and Speaking**

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not more than 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

### **Starting Salary Range**

\$75,000 - \$85,000 depending on qualifications with an excellent benefits package including flexible schedule and telework options, employee health & dental, retirement, and many others.

### **Applying Details**

Position open until filled.

Cover letter and resume should be submitted to Sherry Dean, Director of Finance, at [sdean@rvarc.org](mailto:sdean@rvarc.org).

Selected candidates may be asked later to complete a formal job application.

### **Equal Opportunity Employer**

RVARC is proud to be an equal employment opportunity employer and to provide a work environment that is free of discrimination and harassment. Employment decisions at RVARC are based on agency need, job requirements, and individual qualifications, without regard to any status protected by law. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. RVARC may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

### **About Us**

The Roanoke Valley-Alleghany Regional Commission (RVARC) is the regional planning agency serving 11 jurisdictions in western Virginia. The Regional Commission staff also support the functions of the Roanoke Valley Transportation Planning Organization (RVTPO), a seven-jurisdiction transportation management area encompassing the urbanized area of the Roanoke Valley. The Regional Commission is a leader in driving collaboration and strategy within our communities on issues that are critical to the economic growth and quality of life of this region.

The Valley is a growing metropolitan region offering a lower cost of living, abundant recreational and cultural resources. The region is served by Interstate 81, the Roanoke-Blacksburg Regional Airport, and Amtrak Northeast Regional service. Residents enjoy the many benefits of an urban area in a smaller setting. The Regional Commission's offices are located in downtown Roanoke.

03/2023