

VACANCY ANNOUNCEMENT
IIJA Transportation Planning Manager
Transportation Planning Department

OPEN DATE: June 23, 2023

CLOSE DATE: Open until filled

POSITION SUMMARY:

The Atlanta Regional Commission (ARC) is the regional planning and intergovernmental coordination agency that focuses on issues critical to the region's success, including growth and development, transportation, water resources, services for older adults and workforce solutions. ARC is dedicated to unifying the region's collective resources to prepare the metropolitan area for a prosperous future. This is done through professional planning initiatives, the provision of objective information and the involvement of the community in collaborative partnerships.

The Atlanta Regional Commission is looking for a professional Planning Administrator that will be responsible for leading the organization's day-to-day tasks in coordinating with communities in seeking regional discretionary federal transportation funding through the Infrastructure Investment and Jobs Act (IIJA) – or commonly known as the Bipartisan Infrastructure Law, educating stakeholders on the IIJA federal grant-making process, and building consensus on IIJA grant priorities within the regional planning process. The position researches and assists local planning agencies and supports on-going or emerging planning practice areas including provide grant application support and education among key federal, state and local stakeholders.

ARC functions as the Atlanta region's federally designated Metropolitan Planning Organization (MPO). This position will provide professional planning support to initiatives in a variety of planning practice areas, including active modes, transportation equity, infrastructure resiliency, transit-oriented development, micro-mobility and transit, transportation technology and electrification, freight and logistics, and land use and transportation coordination.

This individual will ensure coordination of IIJA discretionary grant opportunities with the comprehensive regional transportation planning process and also support the overall Transportation Planning Department team(s) developing the Metropolitan Transportation Plan and the Transportation Improvement Program – including the identification of key opportunities for either ARC-identified or locally sponsored discretionary grant funding opportunities. Examples of other duties include assisting with planning partner outreach and coordination, such as meeting preparation, agenda setting, making presentations, and compiling summaries. Preparation of original documents and conducting data analysis is also required. Other projects and tasks will be assigned as required. This position will report to the Department Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages staff including conducting performance evaluations, coordinating training, and implementing hiring, discipline and termination procedures; or coordinates highly technical, enterprise-wide functions, as assigned and/or provides lead direction as assigned;
- Manages professional planning to initiatives in a variety of planning practice areas, including active modes, transportation equity, infrastructure resiliency, transit-oriented development, micro-mobility and transit, transportation technology and electrification, freight and logistics, and land use and transportation coordination;
- Plans, organizes, and manages the ARC IIJA and stakeholder grant activities, which includes identifying major projects and IIJA program initiatives; Convenes and leads meetings to build consensus on IIJA grant funding priorities within the regional planning process.
- Interacts with Agency leadership board members as well as industry leaders outside of the agency; establishes ongoing collaborative working relationships both internal and external to the Agency.
- Performs complex research and analysis related to strategically advising on the best funding sources for a variety of transportation projects;
- Develops recommendations and policy solutions for Executive and Board consideration;
- Develops presentations, policy documents and reports. Presents and facilitates meetings regarding ARC programs and projects to various stakeholders, including local governments, federal and state agencies, ARC committees and conferences;
- Gathers, analyzes, frames and summarizes complex information used in executive decision-making and communications; convenes and facilitates meetings;
- Performs other duties as assigned to support agency goals and objectives.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES:

- Knowledge of urban and regional planning, particularly multi-modal transportation planning;
- Knowledge and understanding of what constitutes inclusive and equitable community engagement;
- Knowledge of the federal transportation planning and programming process, including both the functions of a MPO and the federal programmatic requirements of IIJA discretionary programs;
- Ability to work with local and state officials and staff to achieve success in transportation project funding and work with diverse groups to reach consensus on transportation priorities for future funding;
- Ability to attend meetings that are outside of the normal hours of business operations. This can at times include evening and weekend meetings;
- Ability to relay technical information in a non-technical way to a wide range of stakeholders;
- Ability to think strategically, creatively, and innovatively to address complex issues;
- Ability to clearly communicate and give presentations to a variety of Boards and Committees with strong verbal and written communication skills;
- Skilled and objective negotiator and problem solver, one who can represent ARC well with all constituencies and contacts, and where appropriate, develop alliances and partnerships with other organizations;

- Self-starter that is goal-oriented and works well under pressure, while managing multiple priorities;
- Superior organizational skills, including time management. Must have the ability to make decisions while working within a team environment;
- Possess strong problem-solving and leadership skills;
- Proficiency in Microsoft Office and standard office software.

MINIMUM QUALIFICATIONS:

- Master's degree in planning, public or business administration or field directly related to assignment
- Four years of progressively responsible related experience that includes serving in a management or lead role in area of assignment

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.

PREFERRED QUALIFICATIONS:

- Master's degree in transportation planning, urban or regional planning, public policy or administration, or related field
- Five (5) years professional transportation planning experience

ANNUAL SALARY RANGE: \$93,275 - \$158,566 (no SS deductions except for Medicare portion, approx. 1.45% of salary)

ARC is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in employment or the provision of services.