

## Job Description

**Title:** Transportation Planning Program Manager

**Category:** Full Time Professional (Exempt)

**Supervisor:** The Transportation Planning Program Manager works under the supervision of the Deputy Director and the Executive Director.

**Supervisory Responsibilities:** Supervise the transportation planning staff; direct supervisory responsibility for a current team of four technical professionals.

**Primary Contracts:** MassDOT, FTA, LRTA, other local, state and federal transportation related contracts.

**Salary Range:** \$90,000 to \$120,000 commensurate with qualifications and experience.

**Job Responsibilities:**

The Northern Middlesex Council of Governments (NMCOG) is seeking an experienced planning professional to provide supervisory, administrative, and technical leadership in developing and managing the agency's Transportation Program. The Transportation Planning 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 Lowell 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 Northern Middlesex Metropolitan Planning Organization (NMMPO).

Manages all programmatic activities including projects, staffing, work assignments, and program budgets. Develops and supervises all aspects of the NMMPO 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:

- Develop study designs, work programs, contract documents and project/contract budgets
- Provide input and advice to the Executive Director regarding hiring decisions for transportation professionals
- Prepare monthly progress reports for transportation contract invoices
- Maintain cost controls relative to current transportation contracts
- Advise and consult with financial officer on budget issues related to the transportation contracts

- Assign work tasks to transportation technical staff and track progress of all work items to ensure adherence to schedule
- Process transportation staff employee timesheets
- Train transportation staff to ensure skill development necessary to fulfill contract obligations
- Ensure that all transportation planning documents and technical work meet NMCOG's professional standards and fulfill contractual obligations
- Prepare and deliver presentations to the public, as well as to local, state and federal officials, the business community and advocacy groups
- Maintain effective working relationships with local communities, regional, state and federal transportation agencies, advocacy groups, consultants, and the public
- Respond to inquiries from the public, the press, local communities, state and federal agencies, advocacy groups, the business community and elected officials, relative to NMCOG's transportation planning programs and activities
- Oversee the agency's public outreach program to ensure inclusiveness and compliance with U.S. DOT's metropolitan planning regulations
- Participate in transportation-related technical committees, advisory committees, working groups and task forces, as appropriate
- Interface with state and federal funding agencies relative to technical and contract issues
- Brief the Council on transportation issues and policy matters, and report on progress relative to transportation studies being undertaken by NMCOG staff.
- Oversee and implement the Council's transportation planning program, including the preparation of all federally required certification documents, including the UPWP, the Transportation Improvement Program (TIP), and the Regional Transportation Plan (RTP).
  - a. TIP tasks include tracking the progress of all roadway and bridge projects throughout the region, identifying regional priorities while taking into account project costs and fiscal constraints, assessing project readiness, consulting with state and local officials, and preparing a multi-year, multi-modal document for MPO endorsement.
  - b. UPWP work entails the development and preparation of an annual work program, including a schedule and budget for all transportation planning activities, to meet the needs of the region and the requirements of the funding agencies. Study designs for technical tasks within the UPWP are prepared for state and federal funding agency approval
  - c. The RTP is prepared under the direction of the Executive or Deputy Director every four years, with possible amendments required periodically. This effort requires extensive public outreach and consensus building.

- Provide technical and administrative support for the Metropolitan Planning Organization (MPO)
- Serve as a liaison between the local communities and the state and federal transportation agencies
- Prepare and submit multi-year contract proposals and contract documents to MassDOT
- Prepare and submit yearly contract proposals and contract documents to LRTA and MassDOT
- Maintain current knowledge concerning local, state and federal transportation planning issues
- Manage the federal certification review process, as required every four years under the USDOT's metropolitan planning regulations
- Supervise and assist in the development of all transportation-related technical studies and reports

**Minimum Qualifications:**

**Required Skills**

- Communicating effectively, verbally and in writing, with strong public speaking and presentation skills
- Establishing and maintaining effective working relationships with member municipalities, advocacy groups, consultants, and the public
- Personnel management and supervisory experience
- Operating a computer and related software including Microsoft Office 365 suite, knowledge of or experience with Highway Capacity software, pavement management software, and other technical software programs
- Managing projects, time and project load appropriately
- Maintaining professionalism and diplomacy
- Strong technical skills in the areas of travel demand management and capacity/LOS analysis
- Familiarity with the MPO process and experience in preparing certification documents
- Specialization in traffic studies and traffic safety is desired

**Education and Experience**

Candidates must have either a Bachelor's degree in urban planning, engineering, public policy/management, or a closely related field and at least 8-10 years of relevant experience; or a Master's degree in one of the above listed fields plus at least 7 years of relevant experience.

**Licenses, Certifications, and Equipment**

- A valid driver's license is required
- AICP and/ or P.E. certification preferred but not required

**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 NMCOG business.

The position is open until filled and applications will be reviewed on a rolling basis. Interested candidates should submit a cover letter and resume to Jennifer Raitt, [jraitt@nmcog.org](mailto:jraitt@nmcog.org). Candidates selected to interview may be asked to submit a sample of relevant writing or work product. Candidates must have legal authorization to work in the US and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. NMCOG participates in E-Verify, which is a federal program that helps us to determine work eligibility in the United States.

NMCOG offers excellent Massachusetts state employee benefits and a flexible, hybrid work environment. NMCOG is an Equal Opportunity and Affirmative Action Employer.