



Job Description

03/13/2024

Job Title: Transportation Principal
Reports to: Director of Regional Planning
FLSA Job Status: Exempt
Classification: Full-time
Date Prepared: March 13, 2024

Job Summary. Under the direction of the Director of Regional Planning, the Transportation Principal administrates transportation planning products for Region 1 Planning Council (R1). Key duties of this position include conducting various transportation planning studies and project development activities, coordinating with internal R1 staff and external partner agencies, and assist in development and maintenance of the federal requirements of Metropolitan Planning Organization (MPO) transportation planning documents. The Transportation Principal supervises a team of planners. This position provides general support to the Director of Regional Planning and Executive Director.

Illustrative Essential Duties. The duties listed below are intended to describe the general nature and level of work of this position. The list is not exhaustive or restrictive, and other duties may be assigned.

Essential Functions

- Directs the development, maintenance, and implementation of the federally-required transportation plans and programs, transportation-related studies, and specialized transportation plans.
- Prepares grant applications and reports to federal and state agencies for transportation projects and programs.
- Works with the Director of Regional Planning and other transportation staff in the development of the annual Unified Work Program and budget.
- Lead coordination for performance-based planning and programming responsibilities, including asset management, transportation performance measures target-setting and tracking, development and application of project evaluation criteria.
- Conducts technical review of planning documents produced by R1 to ensure quality;
- Maintain and prepare reports, records, and documentation necessary for conformance with applicable State and Federal guidelines and regulations.
- Coordinate MPO transportation planning activities with state and federal agencies and with local governments.
- Attend IDOT meetings regarding state and federal funding, federal requirements, multimodal planning, and specific projects as needed;



- Monitor and coordinate consultant work on transportation planning studies; and
- Represent R1 throughout the region to assist local governments and RPC member agencies as needed and provide technical expertise on planning issues to the public and partner agencies.

Board and Committee Responsibilities

- Support and facilitate the MPO Technical Committee. Assist in developing meeting materials, and coordinate with committee members regarding questions;
- Serves as staff support interacting with R1 Governing Board, MPO Policy Committees, and advisory committees.
- Ensures board and operational compliance with the Open Meetings Act (OMA) and Freedom of Information Act (FOIA), and
- Substitute for Executive Director or Director of Regional Planning in times of absence and at requested meetings;

Other

- Participates in or leads internal and external special projects.
- Attends meetings, conferences, and workshops as needed to maintain and develop knowledge applicable to areas of responsibility.
- Performs other duties as assigned.

Supervision Received. Work is performed under the supervision of the Director of Regional Planning.

Supervision Exercised. Directly supervises employees and provides leadership, mentoring, work assignments, evaluation, training recommendations, and guidance to others.

Success Factors. To perform the job successfully, an individual should demonstrate the following behaviors:

- Exercise initiative to problem-solve, develop plans, and follow-through.
- Prioritize responsibilities and meet deadlines.
- Work collaboratively with others to ensure the success and achievement of team members in the fulfillment of RPC Board priorities.
- Adapt as the organization develops and evolves.
- Maintain reasonable and predictable attendance.
- Maintain a professional office setting through cleanliness, organization, and demeanor.
- Meet productivity standards.
- Complete work in timely manner.



Education, Training, Experience

- Master's degree in urban planning, transportation planning, geography, economics, or a related field. A combination of education and experience may be considered.
- A minimum of six (6) years of progressive responsibilities and experience with regional planning or project management is preferred.
- A minimum of two (2) years of experience supervising staff.
- American Institute of Certified Planners (AICP) is preferred but not required.

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

Annual completion of Open Meetings Act and Freedom of Information Act training required.

Job Specific Skills.

- Excellent interpersonal and superior written communication skills.
- Ability to prepare and present reports and presentations.
- Group facilitation skills for use with community workshops.
- Ability to work on several projects or issues simultaneously.
- Ability to manage projects effectively and meet deadlines.
- Skill in the use and care of a personal computer, including knowledge of MS Office Suite, ArcGIS, Adobe software products (Acrobat, Illustrator, InDesign, Photoshop) and other software and technologies as adopted.
- Ability to understand and perform in high-profile, sensitive, or controversial situations.
- Organization and management of complex projects.
- Strong listening and problem-solving skills.

Working Conditions and Special Demands. Work is performed primarily in an office setting, although work activities may require attending meetings that involve occasional travel. The physical demands described are representative of those required to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Necessary Special Requirements

- Possession of a valid driver's license
- Drug screening and background check

Region 1 Planning Council is an equal opportunity employer.