

Southwestern Pennsylvania Corporation Job Description

Position Title: Manager, Transit Programs	
Reports to: Director, Office of Transportation Planning	Revised Date: 04/17/2024

General Purpose: Development, implementation and administration of commission transit programs and projects as assigned. Provides technical support to the public and funding agencies. Prepares required program documents that include: financial projections, project budgets, RFP's, and project scope descriptions. Manages the day-to-day issues related to transit planning staff.

Essential Functions:

- Applies federal and state planning regulations in the development of all program documents.
- Evaluates findings of investigations, surveys, and studies to formulate policies and techniques and recommend improvements for programs or services.
- Serves as a liaison with the public, funding agencies and other agencies providing information to promote transit. .
- Applies knowledge of federal and state transportation funding and grant programs in the development of project budgets and monitors expenditures against those budgets. Facilitates the Transit Operator Committee meetings and coordinates transit TIP requests with other staff.
- Consults with staff and others in government, business and private organizations to discuss issues, coordinate activities, and resolve problems.
- Directs and conducts transit studies and research and prepares reports and other publications relating to operational trends and program objectives and accomplishments. Leads the development of the Public Transit-Human Services Coordinated Transportation Plan.
- Directs and coordinates activities of staff to ensure continuing operation, maximize returns on investments and increase productivity.
- Reviews and analyzes legislation, laws, and public policy and recommends changes to promote and support interests of the Region.
- Supervise/manage Transit Planning unit – including team building, instructing, effective delegation and time management.
- Manage multiple projects and deliver on-time within budget.
- All other duties as assigned by Supervisor/Manager.

Education / Experience Requirements:

- Bachelor's degree in Planning, Civil Engineering, or other closely related field required. Masters Preferred.
- Ten (10) years of related experience with a minimum of two years experience as a Project Manager or a supervisor.
- Two (2) years experience of working with public officials at all levels.
- Knowledge of federal and state transportation planning and programming requirements
- General computer skills with the ability to learn new software applications

Physical Requirements:	75% Sitting, 15% Standing, 10% Walking, 80% Use of hands, 5% Reaching, 90% Talking / Hearing, Lift < 10lbs, Near vision, Color Vision
Skills:	Reading Comprehension, Information Gathering & Organization, Problem Identification of Key Causes & Downstream Consequences, Implementation Planning, Facilitation, Negotiation, Computers, Critical Thinking, Synthesis/Reorganization, Active Listening, Writing, Speaking,

	Coordination, Judgment & Decision Making, Idea Evaluation & Generation, Systems Perception Administration & Management.
Knowledge:	Urban & Regional Planning, Engineering, English Language; Administration & Management, Mathematics, Law, Accounting, Regional Geography & Transportation Systems
Abilities:	Written & Oral Comprehension, Deductive & Inductive Reasoning, Speech Clarity
Work Environment:	Works in an environmentally controlled clean office

To Apply:

- Email letter of interest and resume to: hr@spcregion.org
- SPC provides competitive compensation, including an excellent benefits package, flex time, mileage reimbursement, holiday/vacation pay and more.

SPC is proud to be an Equal Opportunity employer. We value diversity among our applicants, staff, and commission, and invite applications from all qualified individuals regardless of race, ethnicity, color, religion, gender identity, sexual orientation, age, nationality, genetics, disability, or Veteran status.

SPC is committed to providing reasonable accommodations when necessary throughout our interview process. Please address these accommodations to our HR Director.

Creating an inclusive, engaged, and dynamic atmosphere is core to SPC’s mission. **Service, Resiliency, Innovation, and Accountability** are the core values that unite the SPC team, inspiring one another to work tirelessly and support others as they seek to reach new levels of excellence.

Employee’s Signature

Date

Human Resources

Date