



RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

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RICHMOND, VIRGINIA 23235
(804) 323-2033

Director of Transportation

The Director of Transportation is responsible for managing the activities and personnel assigned to the Urban and Rural Transportation Planning work programs. He or she serves as the designated lead staff member to the Richmond Regional Transportation Planning Organization (RRTPO) and works under direct supervision of the Executive Director. The RRTPO is the federal and state designated metropolitan planning organization that serves as the forum for cooperative transportation decision-making to assure excellence in mobility through the Richmond Region. The position is employed by the Richmond Regional Planning District Commission (RRPDC) which is responsible for providing staff support to the RRTPO and supporting other regional planning and support functions for the localities of the Richmond region.

Essential Functions

- Oversees and coordinates the development and maintenance of the Long Range Transportation Planning processes for the Richmond region and coordinates with local, regional, state and federal partners to realize the vision of that plan;
- Coordinates with the RRTPO policy making and advisory bodies to establish an annual work program known as the Unified Planning Work Program in accordance with federal, state and regional priorities;
- Oversees the development of technical and policy plans, studies, and reports on transportation issues in accordance with the urban and rural Long Range Transportation Plans and Unified Planning Work Program;
- Coordinates with the RRPDC Executive Director to assure adequate staffing is available to meet the needs and expectations of the RRTPO's UPWP and other regional transportation planning priorities;
- Manages staff assigned to complete work prioritized in the Rural Transportation Work Program, UPWP, and in support of the RRTPO administrative and policy functions and performs associated necessary personnel functions of the management role;
- Serves as primary liaison with state and federal partners regarding compliance with regulatory requirements and consistency with the 3C process including leadership in preparing for quadrennial certification reviews and regular submission of work status reports to the RRTPO, VDOT and DRPT;
- Represents the RRPDC and RRTPO in local, regional, state and federal forums with focus on regional transportation needs and priorities including service on various committees and stakeholder groups and representation of the regional planning work at conferences, seminars and public information sessions; and
- Reviews legislative and programmatic initiatives of federal, state, regional and local agencies for summary to appropriate stakeholders including member jurisdictions, the RRTPO and local staff.

Competencies

- ✓ Significant exposure to and prior involvement with Metropolitan Planning Organizations' authorization, administration and requirements;
- ✓ Experience in planning across relevant multiple modes of transportation and with context sensitivity to the Richmond region;
- ✓ Strong understanding of local government decision making processes and priorities and context within regional planning dynamics;
- ✓ Organizational and communication skills that promote transparency, coordination and collaboration and inclusion;
- ✓ Strong facilitation and listening skills with strength in consensus building and servant leadership orientation; and
- ✓ Ability to manage competing priorities and interests across modes and localities with a focus on customer service.

Supervisory Responsibility

The position is responsible for supervision of multiple staff positions as well as coordination of work assignments for additional staff positions who may be supervised by a peer manager. The Director of Transportation should have experience in personnel management and demonstrate commitment to staff development practices.

Position Type/ Expected Hours of Work

This is a full-time exempt position. Flexibility in employee schedules is permitted and encouraged to accommodate responsibilities of the position, particularly for positions that may require participation in or attendance at meetings outside the traditional workday schedule.

Travel

Travel within and outside the region is necessary to participate in meetings, conferences or other events. The position requires a high level of interaction and engagement with local representatives, state and federal agencies and within peer organizations.

Required Education and Experience

A Master's degree in Planning, Engineering or a related field is preferred; a Bachelor's degree with relevant work experience will also be considered. Candidates should have professional experience in transportation planning or equivalent relevant work of at least 10 years including 5 years in a responsible supervisory position. Achievement of and commitment to specific certifications such as AICP or other professional designations which require or promote continuing education are desirable.

Work Environment

This job operates in a professional office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, fax machines and filing cabinets.

Physical Demands

While performing duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, use hands to touch, handle or feel and to reach with hands and arms.

The position requires the ability to occasionally lift office products, small equipment and supplies up to 30 pounds.

Additional Eligibility Qualifications

The position requires a credit review and criminal background check.

This position description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

RRPDC strives to cultivate and maintain an inclusive culture among its staff members. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at RRPDC are based on agency need, job requirements and individual qualifications, without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, disability or any other status protected by the laws or regulations applicable in the Commonwealth of Virginia.