

Transportation Planning Team Manager

Summary

The Transportation Planning Team Manager is a senior level position that will lead the planning and implementation efforts in support of the Long Range Transportation Plan for the Richmond Region. Responsibilities include development and management mode and geographically specific planning studies that feed into and result from the LRTP process. Examples include transportation demand management, park and ride, freight and rail for the Richmond region. Working with team members, the Coordinator will supervise integration of these plans into all aspects of regional planning efforts and will be responsible for coordinating special purpose committees and working groups of the Richmond Regional Transportation Planning Organization (RRTPO) as needed. The position is supervised by the Director of Transportation and works horizontally on a team with personnel leading the financial programming and long range and scenario planning areas.

Essential Functions

- Identify Planning study needs for the Richmond Region in coordination with the planning team, Transportation Director and transportation program functional leadership;
- Develop scopes of work for projects resulting in mode specific plans used to inform and implement the Long Range Transportation Plan (LRTP);
- Lead the regional planning efforts defined in the Unified Planning Work Program (UPWP) and coordinate activities of staff and or consultants supporting this work;
- Serve in a supervisory capacity for planning and technical staff members and engage actively with team members on program management and strategy;
- Provide support to the Director of Transportation in preparing board and committee meeting materials, reports to state and federal agencies and in meeting compliance requirements for federal and state program certification;

Competencies

- *Communication Proficiency*, including: strong facilitation and leadership skills that emphasize active listening and professionalism in written and verbal communication as well as proficiency in desk top publishing and/or visual representation of material.
- *Technical Capacity*, including: familiarity with Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) regulations related to regional transportation planning requirements, best practices and measures; general, transportation and mode specific planning principles; and ability to identify and interpret data through a variety of tools such as GIS, survey methods and qualitative research.
- *Project Management*, including: the ability to scope broad and highly focused planning projects in a manner that effectively identifies necessary resources to execute projects on time and within budget; effective supervisory skills in team leadership and management and awareness of grant and funding application cycles and project timing to advance planning work.
- *Problem Solving and Analysis*, including: the ability to effectively communicate supervisors, team members and subordinates regarding work flow challenges, and creative approach to problem identification and resolution.
- *Strong Organizational Skills and Multi-Tasking Capability*, including: the ability to manage multiple projects at varying stages and levels of complexity and to assist other team members in developing their project management skills.

Supervisory Responsibility

This position is responsible for direct supervision of employees as well as coordination of shared staff resources across agency functions.

Position Type/ Expected Hours of Work

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 am to 4:30 pm; flexible schedules are permitted with prior approval. Occasional evening and weekend work may be required for specific project deadlines or meetings as job duties demand.

Travel

Regular travel within the region for meetings is expected. Out of region travel may be involved to support professional development and representation of the region in state and national events.

Required Education and Experience

Bachelor's degree required with 10 years' experience in transportation planning or a related field or an equivalent combination of education and experience.

Preferred Education and Experience

Master's degree preferred in a related field with at least 5 years' work experience including work with multi-modal transportation planning and financial programming.

Work Environment

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

Must possess the visual acuity to prepare data and statistics, to perform accounting, to operate a computer, and to read extensively

Additional Eligibility Qualifications

None required for this position.

Work Authorization/ Security Clearance

The position requires a 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.