

Central Virginia Planning District Commission Transportation Planning Director Job Description

Classification Title: Transportation Planning Director

Supervisor: CVPDC Executive Director

FLSA Status: Exempt

General Statement of Job

The Transportation Planning Program Director performs responsible, professional planning and administrative duties, and technical work, developing and managing the Central Virginia Transportation programs and a variety of professional level projects and assignments. The Director also aids localities and partner transportation stakeholders as a liaison to state and federal transportation agencies. Further the Director manages the GIS capability and supports the Council's general planning efforts. The Director works under the general direction of the LGC Executive Director.

Specific Duties and Responsibilities

Essential Functions:

Develop and manage the MPO and rural transportation programs of CVPDCO. Responsible for the MPO's Unified Planning Work Program and Rural Work Program, including staff support to the Transportation Technical Committee and the Central Virginia Metropolitan Planning Organization.

Develop and manage the Transportation Improvement Program, including amendments.

Manage updates to the Central Virginia Long-Range Transportation Plan (CVLRP), Rural Long-Range Transportation Plan (RLRTP).

Serve as an agency liaison to regional and state transportation agencies and organizations, including the Lynchburg Regional Transportation Advocacy Group (LRTAG), Virginia Department of Transportation, Virginia Department of Rail and Public Transit, and Virginia Association of Metropolitan Planning Organizations (VAMPO).

Perform independent research for new grants and projects and develop potential project concepts.

Provide assistance to customer localities as requested with planning, community development and project administration.

Provide information and technical assistance to other agencies involved with regional development activities.

Provide staff support to Council and Council committees as needed.

Transportation Planning Program Coordinator

Initiate, organize, and execute elements of the Council's annual work program, in particular the transportation items.

Serve as Federal Title VI Coordinator for Council and MPO.

Perform other duties as assigned.

Knowledge, Skills, and Abilities:

Knowledge of the theories, principals, practices and techniques of transportation and rural and urban planning.

Knowledge of the principles and practices of civil engineering as they relate to planning.

Knowledge of the State statutes and local government ordinances governing planning, zoning, subdivision and related codes.

Knowledge of local government.

Ability to communicate effectively both orally and in writing.

Ability to interpret and analyze technical and statistical information and to communicate that information effectively in writing and orally.

Ability to research and prepare clear, concise and well-organized technical reports.

Ability to plan, schedule, supervise and evaluate a wide range of programs.

Ability to organize work with minimal supervision and execute multiple tasks simultaneously.

Ability to plan and accomplish goals, using skillful problem-solving techniques.

Ability to work under pressure, within time restraints, using judgment, discretion and initiative.

Ability to establish and maintain effective working relationships with the public, community groups, staff, State and Federal officials, and appointed and elected officials.

Ability to work as part of a team and to adapt work habits and procedures as necessary to accommodate the organization.

Ability to work flexible hours, including evenings.

Knowledge of ArcView and other Arc family GIS software systems. General understanding and ability to utilize the Council's adopted software platform, currently Microsoft Office Suite.

Education and Experience

Bachelor's Degree from an accredited four-year college or university with major work in planning, geography, GIS or related field. Transportation planning specialty preferred. Master's degree in planning or a related field preferred.

Transportation Planning Program Coordinator

Five (5)) years of related experience; equivalent combination of education and experience may be considered.

American Institute of Certified Planners (AICP) membership preferred.

Possession of valid Virginia Driver's license and acceptable driving record required.

Physical Conditions and Work Environment

Work is normally performed in office environment in a seated position; work occasionally is outside at project site. Job requires frequent use of hands and fingers to operate a computer and other equipment, and to reach with hands and arms. Occasionally required to stand, walk, bend, stoop, kneel, crouch or crawl, and occasional lifting or moving objects of up to 30 pounds. Requires close vision and ability to adjust focus.