

MAJOR FUNCTION

This is supervisory, technical and professional work related to the agency's core transportation responsibilities, regional coordination and project management. This work is often computer assisted, requiring knowledge of various computer programs and applications. Work is performed under the supervision of the Assistant Director who reviews the work for conformance with established standards and practices.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Provides staff services to the Capital Region Transportation Planning Agency (CRTPA) and provides a leadership role in transportation planning and analysis relating to the CRTPA's core transportation responsibilities and the management of transportation planning projects. This includes leading the development of congestion management, transportation performance management and intelligent transportation systems projects as well as serving as the agency's intergovernmental coordinator in regional planning efforts. This position supervises the work of the CRTPA Programs Manager in development of the agency's core work products and supervises the agency's board and committee agenda process. Performs related work as required. Recommends the selection, transfer, lay-off, recall, promotion or discipline of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases.

Other Important Issues

Attends meetings of the CRTPA and member government commissions as may be required. Participates in community involvement projects. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable technical knowledge of the metropolitan transportation planning process, including statistical analysis and spatial analysis for planning studies. Knowledge of the inter-relationships between planning and other physical and social planning activities. Ability to communicate effectively orally and in writing. Skill in the use of microcomputers and the programs and applications are necessary for successful job performance.

Minimum Education and Experience

Possession of a master's degree in urban planning, transportation engineering, transportation planning or a related field; or a related field and four years of professional transportation planning experience; or an equivalent combination of education and experience.

Necessary Special Requirements

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment.

Established: 08-31-19