Job Description

JOB TITLE: Regional Planning Manager

REPORTS TO: Deputy Executive Director

FLSA STATUS: Exempt

JOB OPEN DATE: September 20, 2021

JOB CLOSE DATE: Until filled

Work Objective:

Under the general guidance of the Deputy Executive Director, the Regional Planning Manager administers complex regional transportation planning for the Capital Area Metropolitan Planning Organization (CAMPO). Key functions include conducting multimodal transportation studies and project development activities, coordinating with partner agencies, and developing and maintaining CAMPO’s long-range Regional Transportation Plan. The Regional Planning Manager supervises a team of planners/engineers and provides highly responsible and complex support to the Transportation Policy Board, Executive Director, Deputy Executive Director, and represents CAMPO to the public and other key stakeholders.

Duties, Functions, and Responsibilities:

The list of essential functions, as outlined below, is intended to be representative of the tasks performed within this job description. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provide highly responsible support to the Executive Director, Deputy Executive Director, CAMPO Transportation Policy Board (TPB), Technical Advisory Committee (TAC), and its subcommittees and assist in the implementation of recommended policies as directed;
- Direct the development, maintenance, and implementation of CAMPO’s long-range Regional Transportation Plan (RTP). Responsibilities include:
  o Organizing and directing staff assignments;
  o Coordinating with local, state, and federal agencies;
  o Collaborating with Community Engagement manager to ensure inclusive and equitable public involvement;
  o Overseeing all RTP elements including demographic development, performance measures, fiscal constraint, environmental justice analysis, etc.;
  o Reviewing and interpreting travel demand model inputs and outputs;
  o Effectively presenting the RTP process and recommendations to a diverse...
range of audiences including the public, elected officials, stakeholders, and other groups;

- Serve as project manager for multimodal corridor studies, thoroughfare plans, and other transportation studies. Responsibilities include:
  - Managing major roadway corridor studies including multimodal elements;
  - Conducting subarea studies on topics including transit-oriented development, interchanges, and freight analyses;
  - Working with our regional partners to advance project development activities;
  - Overseeing active transportation plan maintenance and implementation;

- Collaborate with the Short-Range Planning Manager to support the development and completion of CAMPO’s annual Transportation Improvement Program (TIP), ensuring consistency with the RTP;

- Collaborate with the Data and Operations Program Manager and assist with the development of the Congestion Management Process;

- Collaborate with the Travel Demand Modeling Program Manager to develop the regional demographic forecast, the networks for the travel demand model, the regional toll analysis, and other tasks as needed;

- Support and facilitate the Technical Advisory Committee (TAC). Develop all meeting materials, and coordinate with committee members regarding questions. Direct staff regarding work items for TAC;

- Coordinate CAMPO transportation planning activities with state and federal agencies and with local governments. Attend TxDOT meetings regarding state and federal funding, federal requirements, multimodal planning, and specific projects as needed;

- Monitor and coordinate consultant work on transportation planning studies;

- Represent CAMPO throughout the study area to assist local governments and regional transportation agencies as needed and provide technical expertise on planning issues to the public and partner agencies;

- Maintain current knowledge in transportation planning developments and strategies, public policy, and legislation related to regional transportation planning issues;

- Substitute for Executive Director or Deputy Executive Director in times of absence and at requested meetings;

- Perform personnel related duties in conjunction with the Human Resources Generalist, or/and Deputy Executive Director including, but not limited to, assigning and directing work, writing performance plans, appraising performance, developing and training, counseling, rewarding and disciplining, handling complaints and grievances, reviewing time reports, and recommending the hiring, termination, and promotion of subordinates and other supervisory responsibilities in accordance with the organization’s policies and applicable laws;

- Performing other duties as assigned

**Responsibilities - Supervisor and/or Leadership Exercised:**

Directly supervises employees and provides leadership, mentoring, work assignments, evaluation, training recommendations, and guidance to others.

**Knowledge, Skills, and Abilities:**

Must possess required knowledge, skills, capabilities, and experience and ability to explain and
demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Demonstrated knowledge of the principles, methods, and practices of cooperative, continuous, and comprehensive transportation planning;
- Demonstrated knowledge of local, regional, state, and federal transportation planning processes, including but not limited to, finance, environmental issues, civil engineering, and applicable state and federal legislative functions as they are applied in Texas;
- Skills in project management and concepts;
- Knowledge of and experience applying statistical analysis tools and concepts;
- Advanced skills in the use of technical software including ESRI ArcMap, ESRI ArcGIS Urban, SketchUp, and Adobe Creative Cloud products including InDesign, Illustrator, and Photoshop preferred;
- Skill in the use of office software including word processing, spreadsheet, and presentation development (preferably Microsoft products: Word, Excel, Access, and PowerPoint);
- Skill in writing and presenting including the proficiency to synthesize and present complex technical material in non-technical terms to a variety of audiences;
- Ability to work with minimal direct supervision and be able to meet assignment deadlines;
- Ability to collect, research, analyze and input data, make informed professional recommendations and demonstrate accuracy and thoroughness while maintaining a results-oriented focus;
- Ability to develop innovative approaches and ideas;
- Ability to adapt to changes in the work environment, address competing demands, delays or unexpected situations, prioritize multiple tasks, complete tasks on time and respond in a timely manner to requests for service and assistance;
- Demonstrated ability to establish and maintain effective working relationships with staff, technical committees, policy board, partner agencies, public officials and the general public;
- Ability to work well in group problem solving environment including sharing expertise and training others;
- Ability to show respect and sensitivity for diversity of thought, education, and cultural makeup of staff and community;

Experience:

- A minimum of 10 years of progressively responsible experience in urban and multimodal transportation planning;
- A minimum of 4 years of experience supervising staff;
- Experience working on MPO long-range transportation plans required;
- Understanding of local and state government priorities, policies, and principles in the Austin area desired;
- Experience developing transportation corridor studies for local governments;
- Demonstrated ability to maintain strong and effective working relationships with elected officials, transportation agencies, public stakeholders;
- Experience managing transportation consultant contracts; and
- Strong technical and analytical skills and their application in transportation planning.
Education:

A Master’s degree in Urban and Regional Planning required.

Licenses and Certifications Required:

- A valid Texas driver’s license is required.
- American Institute of Certified Planners, Professional Engineer license, or Engineer in Training preferred.

Salary:

Hiring range is $90,000 to $100,000 annually (DOQ). CAMPO provides generous employee benefits including health insurance, a retirement pension, flexible work hours, the ability to telecommute, and transit passes for official business.

How to Apply:

Please send a cover letter and resume to Mr. Chad McKeown, Deputy Executive Director at careers@campotexas.org.

CAMPO is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, CAMPO provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. CAMPO is a Drug Free & Tobacco Free Workplace.