



Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

POSITION TITLE: Transportation Planner

REPORTS TO: Senior Transportation Planner

SALARY: Up to \$90,000 (Depending on qualifications and experience)

SUMMARY

Do you want to help improve transportation in Northern Virginia? Do you want to work for an organization that values its employees, encourages initiative, and fosters career development? Are you comfortable working with technology applications? Are you ambitious, adaptable, and generally awesome?

If so, the Northern Virginia Transportation Authority (NVTA) may be an excellent match. We are a new regional government entity with a dedicated, sustainable, and growing revenue stream. The Authority has a small staff and is hiring a mid-level transportation planner to support its evolving planning and programming responsibilities, and to oversee our growing portfolio of transportation investments in Northern Virginia. This is a unique opportunity to work for a unique organization – dynamic, fast paced, and professionally rewarding. Are you up for the challenge?

BACKGROUND:

The transportation planners lead technical work associated with the Authority's planning and programming responsibilities. They assist the senior transportation planner in coordinating and providing technical support to the NVTA committees in the development of NVTA plans and programs. They oversee implementation of projects funded by the NVTA, working closely with the CFO to ensure that NVTA funds are properly allocated and spent. The transportation planners must be conversant with standard transportation modeling and competent in making judgments on analysis being used to support NVTA plans and programs. Transportation planners oversee contractors who support the Authority's planning and programming functions.

With an expanding portfolio of transportation investments, currently over 60 projects, the NVTA's transportation planners have a growing workload. In addition, the new transportation planner will support enhanced transportation services to include the establishment of in-house modelling capabilities, project prioritization, development of the Authority's inaugural Six Year Program, development of a project database,

interactive mapping/GIS capabilities, congestion trend monitoring, and implementation of long term benefit analysis guidelines.

SPECIFIC RESPONSIBILITIES:

- a. Support the development of updates and amendments to the region's long-range transportation plan (currently TransAction 2040). This includes supporting project evaluation and public engagement activities, and coordination with members of the TransAction Subcommittee and the NVTA's external consultants as needed. Support the establishment and use of in-house modelling capabilities.
- b. Support the development of the NVTA's Six Year Program in collaboration with the Planning and Programming Committee (PPC). This includes soliciting and reviewing project applications, preparing reports for PPC meetings and drafting summary notes of PPC meetings.
- c. Monitor implementation of projects receiving NVTA funds with respect to approved project description, schedule and reimbursement requests. This may include review of requests for proposals by member jurisdictions and other agencies, development of a comprehensive project database, enhancement of online project reporting using interactive mapping and/or GIS, and development of a congestion trend monitoring program.
- d. Support NVTA's annual reporting activities. The NVTA is required to submit an annual report each November to the Joint Commission on Transportation Accountability (JCTA). The NVTA also produces an annual report on its transportation planning, programming and funding activities, building on the JCTA annual report.
- e. Support the senior transportation planner in the coordination of the Technical Advisory Committee (TAC), and the Planning Coordination Advisory Committee (PCAC). This includes development of agendas (in collaboration with committee chair), providing staff support, and drafting summary notes of meetings.
- f. Support the senior transportation planner in the harmonization of the recommendations from the TAC, and PCAC; assist the senior transportation planner in the development of plan and program recommendations for the NVTA.
- g. Support the executive director in the coordination of the Regional Jurisdiction and Agency Coordinating Committee (RJACC).¹ Support the RJACC in the tracking of Federal RSTP and CMAQ funds.
- h. In collaboration with the chair of RJACC, coordinate NVTA plans and programs with external agencies (e.g., VDOT, VDRPT, WMATA, VRE, NVTC, PRTC, and TPB²).

¹ The chair of the RJACC, which has extensive participation from jurisdictions and agencies, is responsible for the development of RJACC meeting agenda and its coordination as well as appropriate post meeting summary notes and activities.

² Virginia Department of Transportation (VDOT), Virginia Department of Rail and Public Transportation (VDRPT), Washington Metropolitan Transportation Authority (WMATA or Metro), Virginia Railway Express (VRE), Northern Virginia Transportation Commission (NVTC), Potomac and Rappahannock Transportation Commission (PRTC), National Capital Region Transportation Planning Board (TPB), the metropolitan planning organization for the Washington region.

- i. Collaborate with, and advise, member jurisdictions to ensure adequate understanding on the use of funds provided by HB 2313.
- j. Review member jurisdiction use of funds to ensure compliance with HB 2313, conferring with the CFO of any known or possible problems.
- k. Assist with preparing responses to comments received by the NVTa during public outreach efforts.
- l. Receive initial requests for project reimbursements from jurisdictions and implementing agencies and coordinate with CFO on those requests.
- m. Ensure the CFO is informed of potential changes to projects that could possibly impact the cash flow analysis and collaborate on an organization wide cash flow.
- n. Engage effective and efficient planning to further the mission of the organization.
- o. Participate as an NVTa stakeholder in the development of jurisdiction Comprehensive Plans, Transit Development Plans, transit agency plans/operating plans, etc.

PREFERRED CHARACTERISTICS:

- Self-starter comfortable working with considerable responsibility with minimal supervision.
- Ability to effectively schedule and plan multiple priorities with long and short term projects.
- Ability to interact at varying levels of authority and function as a liaison with internal and external parties.
- Effective public speaker and communicator.
- Experience in working with multiple agencies and engendering cooperative relationships.
- Experience and ability to work with elected leaders and within a political environment.
- Ability to communicate with elected and appointed officials and the general public.
- Ability to prepare clear briefings, charts and information papers for various audiences, including the general public; ability to clearly communicate technical information to the general public.
- Ability to work with advisory committees and the general public, to include environments in which they may disagree with staff recommendations.

QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

- Minimum of a bachelor's degree in relevant field, e.g., transportation planning, transportation engineering (with transportation planning experience), public administration (with transportation planning experience), environmental science (with transportation planning experience). A minimum of six years related professional experience in metropolitan transportation planning is required. Master's degree preferred.
- Demonstrated knowledge/experience:

- relevant planning software programs, e.g., statistical analysis packages, electronic spreadsheets, database management, computer graphics, geographic information systems (GIS), simulation tools and models.
 - in use of relevant models, e.g., travel demand and air quality models, and simulation tools.
 - of database management oversight of construction programs.
 - of transportation planning in a major metropolitan area, to include understanding metropolitan planning organization (MPO) requirements in an air quality non-attainment region.
 - developing meeting agendas, leading meeting discussions, preparing meeting summaries.
 - general familiarity of federal policy, e.g., FHWA and FTA guidance, and regulations with respect to metropolitan transportation planning in an air quality non-attainment context.
- Ability to:
 - define goals and develop transportation plans and mechanisms to achieve them.
 - establish and maintain effective working relationships with peers and colleagues.
 - effectively express ideas clearly and concisely both orally and in writing.
 - facilitate committee processes that involve resolution of conflicting perspectives.
 - respond to jurisdictional/agency and public requests for information in a responsive, polite and helpful manner.
 - exercise effective time management, balance multiple priorities and consistently meet deadlines.
 - develop, implement and monitor internal controls.

ADDITIONAL CONSIDERATIONS

- It is preferred that NVTA staff live in Northern Virginia.
- Considerable local travel should be anticipated.

WORK ENVIRONMENT:

Work will typically be performed in a quiet, office environment. Support to Authority (and potentially committee) meetings will be in a public meeting environment that may be crowded and sometimes noisy. Authority and committee meetings are often conducted during evening hours. Attendance at other regional evening meetings may be required. During periods of public engagement, evening and weekend work may be required.

APPLICATION PROCESS:

Send resume and cover letter to recruitment@thenovaauthority.org. Cover letter should address salary history and requirements. Additional information on the NVTA can be found at <http://thenovaauthority.org/>. First review of resumes will occur on July 15, 2016.

The Northern Virginia Transportation Authority prohibits discrimination on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation or disability.