

## Regional Transportation Planner

### Recruitment Notice

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 ambitious, adaptable, and generally awesome? This is a unique opportunity to work for a unique organization – dynamic, fast paced, and professionally rewarding. Are you up for the challenge?

If so, the Northern Virginia Transportation Authority (NVTA) is a perfect match. We are a regional government entity with a dedicated revenue stream for making transportation investments. The Authority has an enthusiastic staff and is hiring an early-career regional transportation planner to support its evolving transportation planning responsibilities, evaluate candidate regional projects to invest in, and to oversee our growing portfolio of transportation investments in Northern Virginia.

NVTA has directly invested \$2.5 billion in multi-modal transportation projects across the Northern Virginia region. This is growing by approximately \$400 million every two years. NVTA staff work closely with their counterparts at Arlington, Fairfax, Loudoun, and Prince William Counties, together with the five cities in Northern Virginia, the region's five largest towns, VRE, Omniride, WMATA, and numerous other state/regional partners and stakeholders.

We are currently updating both TransAction (the long-range transportation plan for Northern Virginia) and our Six Year Program. To support this growing workload, we are hiring a recent graduate with some experience in (and a lot of passion for) transportation planning and data-driven analysis. We are particularly interested in candidates with some experience in transportation modeling and data analytics. Capabilities in data visualization, web content development, and event management would be a plus, together with an interest in innovative transportation technologies and Mobility-as-a-Service.

Please send a cover letter with your resume to [Recruitment@TheNovaAuthority.org](mailto:Recruitment@TheNovaAuthority.org). This position is full-time with a benefits package consistent with other state, regional, and local governments in Northern Virginia.

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



## Northern Virginia Transportation Authority

*The Authority for Transportation in Northern Virginia*

### NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

**POSITION TITLE:** Regional Transportation Planner

**REPORTS TO:** Principal, Transportation Planning and Programming

**SALARY:** Starting Up To \$90,000 (Depending on qualifications and experience)

#### **BACKGROUND:**

The regional transportation planners support technical work associated with the Authority's planning and programming responsibilities. They assist the Principal, Transportation Planning and Programming, in the development of TransAction, (NVTA's long-range, multimodal transportation for the Northern Virginia region) and NVTA's Six Year Program (for funding regional transportation projects).

They also oversee implementation of projects funded by the NVTA, working closely with the NVTA Finance Team to ensure that NVTA funds are properly allocated and spent. The regional transportation planners must be conversant with standard transportation planning and modeling approaches, and the use of performance metrics in evaluating project impacts. Regional transportation planners work alongside contractors who support the Authority's planning and programming functions.

With an expanding portfolio of transportation investments, the NVTA's regional transportation planners have a growing workload. They support enhanced transportation activities to include interactive mapping/GIS capabilities, congestion/travel behavior trend analytics, and outreach related to the emergence of new transportation technologies and modes.

#### **SPECIFIC RESPONSIBILITIES:**

##### Transportation Planning

- a. Support the development of updates and amendments to TransAction, the region's long-range, multimodal transportation plan. This includes supporting project evaluation and public engagement activities, and coordination with jurisdiction/agency staff and the NVTA's external consultants as needed.
- b. Support the Principal, Transportation Planning and Programming, in the coordination of the Transportation Technology Committee (TTC). This includes

- development of Committee deliverables as inputs to the development of TransAction, providing staff support, and drafting summary notes of meetings.
- c. Participate as an NVTA stakeholder in the development of state, regional, and local plans such as VTRANS, the Constrained Long Range Plan, jurisdiction Comprehensive Plans, Transit Development Plans, and transit agency plans/operating plans.

#### Transportation Programming

- d. Support the development of the NVTA's Six Year Program. This includes soliciting and reviewing project applications, preparing reports for the Planning and Programming Committee (PPC), and drafting summary notes of PPC meetings.
- e. 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, use of NVTA's Program Monitoring and Management System (PMMS), enhancement of online project reporting using interactive mapping and/or GIS, and development of a congestion trend monitoring program.
- f. Collaborate with, and advise, member jurisdictions to ensure adequate understanding on the use of funds provided by HB 2313 (2013).
- g. Review member jurisdiction use of funds to ensure compliance with HB 2313, conferring with the CFO of any known or possible problems.
- h. Receive initial requests for project reimbursements from jurisdictions and implementing agencies and coordinate with NVTA Finance Team on those requests.
- i. 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.

#### Transportation Technology

- j. Support the implementation of the NVTA's Regional Multimodal Mobility Program (RM3P) project. This includes coordination with project partner, VDOT, and numerous public and private sector stakeholders across Northern Virginia.
- k. Prepare Driven by Innovation, NVTA's bi-weekly eBlast on emerging transportation technologies and related transportation behaviors.
- l. Support the annual Northern Virginia Transportation Roundtable, jointly hosted by NVTA and the Intelligent Transportation Society of America.

#### Coordination

- m. Support the Principal, Transportation Planning and Programming, in the coordination of the Technical Advisory Committee (TAC), and the Planning Coordination Advisory Committee (PCAC). This includes development of agendas (in collaboration with respective committee chairs), providing staff support, and drafting summary notes of meetings.
- n. Support the Principal, Transportation Planning and Programming, in the harmonization of the recommendations from the TAC, and PCAC; assist the

Principal, Transportation Planning and Programming, in the development of plan and program recommendations for the NVTA.

- o. Support the Executive Director in the coordination of the Regional Jurisdiction and Agency Coordinating Committee (RJACC).<sup>1</sup> Support the RJACC in the tracking of Federal RSTP and CMAQ funds.
- p. In collaboration with the chair of RJACC, coordinate NVTA plans and programs with external agencies (e.g., VDOT, VDRPT, WMATA, VRE, NVTC, PRTC, and TPB<sup>2</sup>).
- q. Assist with preparing responses to comments received by the NVTA during public outreach efforts.
- r. Coordinate as needed on topics related to NVTA's IT architecture and infrastructure.

#### Analytics and Reporting

- s. 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.
- t. Support the development, implementation and utilization of in-house modelling capabilities.
- u. Support the development of interactive mapping/GIS capabilities.
- v. Support the development of congestion trend monitoring.
- w. Support the implementation of long term benefit analysis guidelines.

#### **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.

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<sup>1</sup> 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.

<sup>2</sup> 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.

- 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.
- Experience and ability to support event management, such as the annual Northern Virginia Transportation Roundtable.

#### **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 two years related professional experience in metropolitan transportation planning is required.
- Demonstrated knowledge/experience in any of the following is desirable:
  - Relevant planning software programs, e.g., statistical analysis packages, electronic spreadsheets, database management, computer graphics, geographic information systems (GIS), simulation tools and models.
  - Relevant models, e.g., travel demand and air quality models, and simulation tools.
  - Transportation technology.
  - Transportation dashboards.
  - Transportation performance measures.
  - Developing meeting agendas, leading meeting discussions, preparing meeting summaries.
- 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.
- Depending on meeting schedules some evening commitments will occur.
- Competency communicating in a foreign language.

## **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.

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Executive Director

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Date