



## 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 (TPP) or their designee

**SALARY:** Starting at \$90,000 (Dependent on qualifications and experience)

#### **BACKGROUND:**

The Northern Virginia Transportation Authority (NVTA) is responsible for long range transportation project planning, prioritization and funding for regional transportation projects in Northern Virginia. NVTA's policies and priorities are guided by two overarching goals: reduce congestion and move the greatest number of people in the most cost-effective manner. These two goals are combined with performance-based criteria such as the ability to improve travel times, reduce delays, connect regional activity centers, and improve safety and air quality. Led by a Chief Executive Officer, the office has two functional areas, Transportation Planning & Programming (TPP) and Finance/Administration.

#### **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 NVTA's external consultants as needed.
- b. Support other potential transportation planning initiatives, such as planning for a regional Bus Rapid Transit (BRT) system.
- 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 NVTA's funding program called Six Year Program. This includes soliciting and reviewing project applications and preparing reports for the Planning and Programming Committee (PPC).
- 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, Virginia Department of Transportation (VDOT), and numerous public and private sector stakeholders across Northern Virginia.
- k. 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 and providing staff support.
- l. Prepare inputs to Driven by Innovation, NVTA's monthly eBlast on emerging transportation technologies and related transportation behaviors.
- m. Support the annual Northern Virginia Transportation Roundtable, jointly hosted by NVTA and the Intelligent Transportation Society of America.

#### Coordination

- n. 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), and providing staff support.
- o. Support the CEO in the coordination of the Regional Jurisdiction and Agency Coordinating Committee (RJACC).<sup>1</sup> Support the RJACC in the tracking of Federal Regional Surface Transportation Program (RSTP) and Congestion Mitigation and Air Quality (CMAQ) funds.
- p. In collaboration with the chair of RJACC, coordinate NVTA plans and programs with external agencies (e.g., VDOT, VDRPT, VPRA, WMATA, VRE, NVPA, NVTC, PRTC, and TPB<sup>2</sup>).

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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), Virginia Passenger Rail Authority (VPRA), Washington Metropolitan Transportation Authority (WMATA or Metro), Virginia Railway Express (VRE), Northern Virginia Park Authority (NVPA), Northern Virginia Transportation Commission (NVTC), Potomac and Rappahannock Transportation

- q. Assist with preparing responses to comments received by the NVTA during public outreach efforts.

#### Analytics and Reporting

- r. 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.
- s. Support the development, implementation and utilization of in-house modelling capabilities.
- t. Support the development of interactive mapping/GIS capabilities and congestion trend monitoring.
- u. 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.
- Ability to communicate with elected and appointed officials, prepare clear briefings, charts and information papers for various audiences; 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 preferred. Appropriate internships may be substituted for professional experience.

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Commission (PRTC), National Capital Region Transportation Planning Board (TPB), the metropolitan planning organization for the Washington region.

- Demonstrated knowledge/experience in any of the following is desirable:
  - Relevant models, e.g., travel demand and air quality models, and simulation tools.
  - Transportation technology.
  - Transit planning and operations
  - Transportation dashboards.
  - Transportation performance measures.
  - Relevant planning software programs, e.g., statistical analysis packages, electronic spreadsheets, database management, computer graphics, geographic information systems (GIS), simulation tools and models.
  - Developing meeting agendas, leading meeting discussions, preparing meeting summaries.

#### **ADDITIONAL CONSIDERATIONS**

- It is preferred that NVTA staff live in Northern Virginia.

#### **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.

NVTA staff currently work in office on Wednesdays and Thursdays, with the remaining portion of the week working remote. Each employee has an individual hard walled office accessible at all times. In office/remote work requirements are subject to change.

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