



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 \$85,000 (Dependent on qualifications and experience)

BACKGROUND:

NVTA is a regional governmental entity dedicated to long-range transportation planning. Through a dedicated revenue stream, NVTA invests in multimodal transportation solutions to reduce congestion across the region. NVTA is comprised of an enthusiastic team committed to improving transportation in Northern Virginia. Led by a Chief Executive Officer, the office has two functional areas, Transportation Planning & Programming (TPP) and Finance/Administration.

NVTA's primary responsibilities include updating TransAction, the long-range transportation plan for Northern Virginia and adopting a significant funding program, typically valued in excess of \$600 million, every two years.

In just over a decade, NVTA has directly invested \$3.8 billion in transportation projects spanning transit, rail, roadway enhancements, technology, bicycle and pedestrian infrastructure, and intersection/interchange improvements, across the Northern Virginia region.

NVTA staff work closely with Northern Virginia counterparts including the four counties and five cities, as well as the region's five largest towns, and transit agencies, including Virginia Railway Express (VRE), OmniRide (PRTC), Washington Metropolitan Area Transit Authority (WMATA), and numerous other regional partners and stakeholders.

SPECIFIC RESPONSIBILITIES:

Transportation Planning

- a. Develop, as part of a team, 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. Engage in other region wide transportation planning initiatives, including planning for a regional Bus Rapid Transit (BRT) system.
- c. Represent NVTA as a 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. Perform critical roles in the development of NVTA's funding program called Six Year Program. This includes soliciting and reviewing project applications, aiding in evaluations, and preparing reports for NVTA meetings.
- e. Oversee progress 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 Information Monitoring and Management System (PIMMS), 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. Examine and critique 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 project expenditure schedules that could provide warning signs of project progress or notice of project acceleration.

Transportation Technology

- j. Facilitate and 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. Collaborate with the Principal, Transportation Planning and Programming, in the development and execution of Transportation Technology Committee (TTC) activities. This includes development of Committee deliverables as inputs to the development of TransAction and other NVTA work products.
- l. Lead content creation of Driven by Innovation, NVTA's monthly eBlast on emerging transportation technologies and related transportation behaviors.
- m. Coordinate the annual Northern Virginia Transportation Roundtable, jointly hosted by NVTA and the Intelligent Transportation Society of Virginia.

Coordination

- n. Collaborate with the Principal, Transportation Planning and Programming, in the development and execution of the Technical Advisory Committee (TAC), and the Planning Coordination Advisory Committee (PCAC), and Planning and Programming Committee (PPC) activities. This includes development of agendas (in collaboration with respective committee chairs), developing meeting minutes, and providing staff support.

- o. Actively participate as an NVTA member of the Regional Jurisdiction and Agency Coordinating Committee (RJACC).¹
- p. In coordination with the RJACC, manage the development and tracking of Federal Regional Surface Transportation Program (RSTP) and Congestion Mitigation and Air Quality (CMAQ) funds.
- q. 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 TPB²).
- r. Assist with preparing responses to comments received by the NVTA during public outreach efforts.

Analytics and Reporting

- s. Develop and analyze data for NVTA's annual reporting activities. 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. Drive the development of interactive mapping/GIS capabilities and congestion trend monitoring.
- v. 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.

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

- 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

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 maybe substituted for professional experience.
- 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 Tuesdays, Wednesdays and Thursdays, with the remaining portion of the week working remote. Each employee has an individual hard walled office. In office/remote work requirements are subject to change.

APPLICATION INFORMATION: NVTA participates in the Virginia Retirement System (VRS). In addition, the Authority offers comprehensive medical and dental insurance, vacation and sick leave, life insurance and continuing education opportunities. Additional information regarding the Authority can be found at <https://thenovaauthority.org/> This position is open until filled. To apply or ask questions, please send a cover letter and resume to recruitment@thenovaauthority.org

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.