

MAJOR FUNCTION

This is professional work in transportation planning. The Programs Manager develops and maintains the core program documents for the Capital Regional Transportation Planning Agency (CRTPA). Those documents include the annual Transportation Improvement Program (TIP), the biennial Unified Planning Work Program (UPWP) and the Public Involvement Plan Process (PIPP). Work is performed under the supervision of the CRTPA Planning Manager who reviews the work for conformance with established standards and practices.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

This position is responsible for all aspects of the Transportation Improvement Program (TIP) including the development of documentation, amending and updating project descriptions and maps, uploading to CRTPA website, and ensuring proper noticing and holding public meetings. Additional coordination with the Florida Department of Transportation (FDOT) throughout the process from Draft Work Program to adoption by the CRTPA Board. Additional responsibilities include development of the Unified Planning Work Program (UPWP), identification of CRTPA work activities, and the annual budget for the CRTPA. This process includes identifying new planning projects and special projects in coordination with CRTPA staff. This process also includes coordination with the FDOT and Federal Highway Administration (FHWA). Maintains and amends the CRTPA's Public Involvement Plan Process (PIPP) documentation within FDOT and FHWA guidelines and incorporating best practices into the process as necessary. This effort also includes developing methods to measure the effectiveness of the public involvement efforts. The knowledge relating to the PIPP also makes this position the Title VI contact for the CRTPA. The Programs Manager also develops quarterly invoices in coordination with the assigned City of Tallahassee Accountant, reviews and identifies issues with expenses prepares quarterly progress reports on CRTPA activities and prepares invoices for review by the CRTPA Executive Director and the assigned City of Tallahassee Accountant for submittal to FDOT. Annually develops the Priority Project Lists (PPLs) for submittal to FDOT. This process includes coordinating with transportation partners at StarMetro and the Tallahassee International Airport. Additional coordination with TCGIS to produce maps and materials for the PPLs. Develops the CRTPA's biennial solicitation of applications for the Transportation Alternatives Program (TAP) in coordination with FDOT and the CRTPA. Additional work in this process includes the establishment of the Transportation Alternatives (TA) subcommittee to review and rank applications.

Other Important Issues

Attends meetings of the CRTPA Board, Executive Board meetings and other regional transportation planning partner meetings as necessary. This position may require participation in community public engagement activities to support the CRTPA's mission.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable technical knowledge of the Metropolitan Planning Organization (MPO) process, including statistical analysis and spatial analysis for planning studies. Knowledge of the inter-relationships between planning and other physical and social planning activities. Ability to communicate effectively orally and in writing. Skill in the use of microcomputers and the programs and applications are necessary for successful job performance.

Minimum Education and Experience

Possession of a bachelor's degree in urban planning, transportation engineering, transportation planning or a related field; and three years of Metropolitan Planning Organization (MPO) experience; or an equivalent combination of education and experience.

Necessary Special Requirements

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment.

Established: 10-30-19