

# METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS

## INTERNAL JOB OPENING

### TRANSPORTATION PROGRAM OPERATIONS MANAGER

JOB CODE: DTP-1704

Grade 11 \$99,818 - \$139,746

#### SUMMARY

Provides direction and management for regional transportation operational programs and coordinates with federal, state, local and private sector organizations; does related work as required. The employee in this class has managerial responsibility for multiple Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and state funded transportation operational programs. These programs require planning and programming of future year activities; budgetary control of current work; and effective supervision of a team of professional and support staff members to achieve program goals. The employee in this class must use a high degree of resourcefulness and initiative in coordinating with and serving the regional needs of multiple agencies and organizations. This position is responsible for day to day program management and execution that will build community support and generate opportunities for cost-effectiveness and sharing of resources. A high degree of professionalism and political sensitivity is demonstrated in frequent contacts with representatives from federal, state and local government agencies, private and public sector organizations. The employee must reflect and emphasize COG's and the national Capitol Region's Transportation Planning Board (TPB) primary roles of metropolitan-wide coordination and service to its member organizations.

#### EXAMPLES OF WORK

Develops and oversees administrative processes required for the execution of the multiple federal and state funds received for JARC/New Freedom, Enhanced Mobility, and Commuter Connections programs.

Assists in the implementation of work program projects and documents progress through reports for operation projects and programs as needed.

Participates in the monitoring and evaluation of the Commuter Connections Transportation Demand Management (TDM) measures adopted by the Transportation Planning Board (TPB) in the annual Commuter Connections Work Program (CCWP).

Assists in the execution of regional TDM Evaluation project for Commuter Connections and provides input in developing best practice case studies for Enhanced Mobility projects.

Assists in the development, implementation and monitoring of new or expanded transportation operations projects and programs;

Provides staffing to several committee groups, such as the Ridematching Committee, Regional TDM Marketing Group, Employer Outreach Committee, Bike to Work Day Steering Committee, and Car Free Day Steering Committee and other relevant groups including developing agendas and overseeing meeting logistics, and working with committee members and internal staff to develop consensus;

Provides assistance in COG-wide effort to coordinate alternative commuting programs, and transportation for the underserved population;

Assists in developing media campaigns and special events to promote alternative commute programs, in close coordination with professional staff, and contractor's;

Prepares or oversees the development of work scopes and grant applications; administers consultant contracts and assures quality of work products;

Assists in the monitoring, review and approval of contractor invoices to ensure the dollar resources stay in line with project budgets and deliverables are completed in a timely manner;

Manages staff members and provides technical guidance and training for their work on projects for JARC/New Freedom and Enhanced Mobility, Commuter Connections, and other related projects;

Assists Director in hiring, setting goals, overseeing performance on a day to day basis, and conducting appraisals of assigned staff;

Makes presentations of significant activities to the committee groups as assigned;

Meets periodically with other department chiefs and project managers to assure program coordination;

Establishes and maintains excellent contacts and working relationships with public and private sector agencies and organizations as appropriate.

### **SUPERVISORY RESPONSIBILITIES**

Manages subordinate supervisors who supervise employees in the Transportation Planning Department Program Operations Division. Is responsible for daily direction, coordination, and evaluation of assigned program staff and contractor's. Carries out supervisory responsibilities in accordance with organization, departmental, and team policies and applicable laws. Responsibilities include assisting Director with interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Comprehensive knowledge and experience with FTA grant management and administration functions and a variety of operational and Transportation Demand Management commute projects and programs, including telecommuting, transit, ridesharing operations, marketing, and bicycling. Ability to manage several complex, multi-part programs. Ability to speak and write with clarity and effectiveness, and to promote and build popular support and teamwork among individuals and organizations. Strong consensus-building skills a must. Ability to assist Director in seeking out, sustaining and expanding funding for transportation program operation projects where appropriate. Ability to provide supervision and guidance to a team of professional, support and intern employees.

### **Education and Experience**

Five or more years of progressively responsible experience in development, management and promotion of operational transportation projects or programs with a staff; experience in administering federally funded projects, general understanding of the urban transportation planning process and the relationship of alternative commute programs to the goals and objectives of the process. Some public relations and marketing experience helpful. Master's degree in Transportation Engineering, Planning or related field, or any equivalent combination of experience and training which provides required knowledge, skills and abilities.

### **Computer Knowledge and Skills**

Working knowledge of office suite of computer programs.

### **Communication Skills**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to management, staff, and public groups.

### **EEO EMPLOYER**

To apply for this position, please submit your cover letter, salary history, and resume to:  
The Metropolitan Washington Council of Governments/ Human Resources  
777 North Capitol Street, NE Suite 300  
Washington, DC 20002-4239

Visit our website at: [www.mwcog.org](http://www.mwcog.org) or Fax: 202-962-3715

