

Program Manager - Active Transportation

Division:	<u>RGRTA Non-Union</u>	EEO Code:	<u>EEO-1</u>
Department:	<u>Genesee Transportation Council</u>	FLSA Status:	<u>Exempt</u>

JOB SUMMARY:

The Program Manager – Active Transportation is responsible for overseeing Pedestrian, Bicycling, and Public Transportation Planning for the Genesee Transportation Council (GTC). GTC is the federally-required Metropolitan Planning Organization for the nine-county Genesee-Finger Lakes Region, which includes the Rochester, New York metropolitan area and is comprised of Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates Counties. The Region is home to 1.2 million residents with nearly 30,000 establishments within its borders that provide 545,000 jobs. The surface transportation system includes approximately 27,000 federal-aid eligible lane miles, 1,600 bridges, public transit services in eight of the nine counties, extensive deployment of Intelligent Transportation Systems, 340 miles of multi-use trail, and two Class I and several short line railroads.

REPORTS TO: Executive Director - GTC

SUPERVISES: Periodically supervises student Interns for select projects

ESSENTIAL FUNCTIONS:

- Participate in the development of transportation plans and policies at the regional and community level to address place-making and pedestrian, bicycle, and public transportation access.
- Ensure that pedestrian, bicycle, and public transportation concerns are fully considered within the context of the Long Range Transportation Plan.
- Represent GTC with community groups, partner agencies, and local project sponsors.
- Review and comment on project development activities to ensure positive outcomes for active transportation uses.
- Maintain the Coordinated Public Transit-Human Services Transportation Plan for the region.
- Participate in the evaluation and selection of projects under the Transportation Alternatives Program, the FTA Section 5310 program, and other funding opportunities relevant to Active Transportation.
- Ensure that programs and projects address all ages, abilities, incomes and equitably serve all people and neighborhoods throughout the region.
- Advance an active transportation program that meets the Region's mobility, environmental, and public health goals and supports the economy.
- Identify trends and best practices to develop new initiatives and projects that are integrated with and support other regional programs and policies.
- Provide subject matter expertise with regard to pedestrian, bicycle, and public transportation.

ADDITIONAL RESPONSIBILITIES:

- Develop and evaluate analytical and quantitative tools to monitor, track and assess program performance in collaboration with other performance-based planning activities of GTC.
- Procure consultant services to conduct plans and studies funded through the Unified Planning Work Program (UPWP), including those on behalf of local communities, utilizing established procurement and contracting procedures.
- Oversee consultant activities on plans and studies funded through the UPWP, including those conducted on behalf of local communities.
- Conduct field data collection through the deployment, set-up, and retrieval of various piece of equipment.
- Develop partnerships with community-based organizations, the private sector, and other stakeholders to identify, fund, and implement active transportation initiatives.
- Other duties as assigned.

EDUCATION & EXPERIENCE:

- Bachelor's degree in Planning, Geography or Public Administration or related field, plus a minimum of 7 years professional experience.
- Master's Degree preferred with a minimum of 5 years professional experience.

KNOWLEDGE, SKILLS & ABILITIES:

- Worked within or in consultation with a Metropolitan Planning Organization (MPO)
- Comprehensive knowledge of transportation policies, practices, and associated federal metropolitan and statewide planning regulations.
- Ability to present to large and small groups
- Ability to exercise good judgment
- Proficient in the use of the MS Office suite
- Basic familiarity with ArcGIS
- Ability to work within a small team environment
- Ability to effectively work in a multi-cultural workplace with a diverse customer base.
- Communication skills (written and oral) that is effective and persuasive with a wide range of audiences.
- Ability to analyze data, define problems, identify potential solutions, develop implementation strategies, and evaluate outcomes.
- Demonstrated ability to independently set workload priorities and work with demanding and competing deadlines.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- While performing the duties of this job, the employee is regularly required to sit while using hands to use a computer or other technologies.
- The employee frequently is required to see, talk, and hear.
- The employee is occasionally required to stand, walk, and reach with hands and arms.
- The employee must regularly lift and/or move up to 40 pounds.
- The noise level in the work environment is usually light.
- Must have access to reliable transportation.

DATE CREATED/REVISED: Revised November 20, 2018

SIGNATURES:

Name and Signature

Date

Employee:

Supervisor:

People

Department:
