

**DUPAGE MAYORS AND MANAGERS CONFERENCE
JOB DESCRIPTION**

TRANSPORTATION PROJECT MANAGER

Full-time

Exempt

GENERAL STATEMENT OF DUTIES

Manage the transportation programs of the Conference. Administer federal Surface Transportation Program (STP) funding and staff the Conference's Transportation Committees.

Serve as liaison between DuPage municipalities and transportation agencies in the Chicago region, including the Illinois Department of Transportation (IDOT), Chicago Metropolitan Agency for Planning (CMAP), and Regional Transportation Authority.

Promote awareness and understanding of the regional and state transportation resources available to DuPage municipalities. Represent Conference views in regional forums.

Support the integration of transportation into other planning issues addressed by the Conference, e.g., economic and community development, housing, and the environment.

DUTIES AND RESPONSIBILITIES

Manage, monitor, coordinate, and implement the Conference's transportation programs under the direction of the Transportation and Planning Director and the Executive Director.

Administer federal STP funds allocated to municipalities in DuPage (approximately \$10 m per year). Educate municipalities on the STP process, solicit applications for new projects when appropriate, and work with the Conference's consulting engineer and appropriate Conference Committees in the project selection process. Annually, develop and update the Conference's 5-year STP.

Conduct Active Project Management (APM) of the Conference's STP projects, according to IDOT and CMAP procedures, as they proceed through the implementation process; maintain detailed records on project status; assist local project sponsors to keep projects on schedule. Maintain regular contact with sponsors, consulting engineers, CMAP, and IDOT throughout the process.

Conduct APM of locally sponsored Congestion Mitigation and Air Quality (CMAQ) projects, and other federal- or state-funded projects with local sponsors, according to IDOT and CMAP procedures, as they proceed through the implementation process; maintain detailed records on project status; and assist local project sponsors to keep projects on schedule. Maintain regular contact with sponsors, consulting engineers, CMAP, and IDOT throughout the process.

Participate with CMAP in the long-range transportation planning process, including the development and continued monitoring of the Transportation Improvement Program (TIP).

Support implementation of the CMAP On to 2050 Regional Comprehensive Plan through awareness and communication of opportunities and programs targeted to municipal governments.

Serve as liaison between municipalities, CMAP, IDOT, RTA, and other regional partners on various projects, as requested. Attend assigned CMAP and IDOT meetings. Perform other administrative functions as noted in the CMAP Unified Work Program Planning Liaison grant contract.

Provide liaison to regional transportation initiatives, such as planning in the Elgin O'Hare corridor, I-290 corridor, Cook DuPage corridor, etc.

Staff the Conference's Transportation Technical Committee, provide needed support to its members, and ensure that the Committee's actions and recommendations are communicated to the Board of Directors and full Conference.

Assist the with the Conference's Transportation Policy Committee the Conference's Intergovernmental Planning Committee, and the implementation of the *DuPage Area Transit Plan*.

Assist the Executive Director with development of the agenda and materials for the monthly Board of Directors and business meetings.

Manage consultants contracted for professional transportation services, ranging from processing invoices to ensuring a high-quality product. As needed, conduct or participate in selection processes.

Develop grant applications for Conference transportation initiatives.

Maintain sufficient interaction with municipalities to understand local transportation priorities and concerns. Represent these viewpoints in regional, and when needed, state, and national forums.

Develop and maintain professional relationships with key agencies and individuals to further Conference priorities. Attend meetings and maintain contact with transportation and government agencies as needed to ensure progress of Conference projects.

Coordinate special programs and assist with other transportation or planning activities as assigned.

SKILLS AND QUALIFICATIONS

- Working knowledge of the principles and practices of transportation planning, urban planning, public administration, project management, and public involvement.
- Ability to manage and organize large amounts of data on a continuous and consistent basis.
- Familiarity with various transportation agencies and their functions.
- Strong written and verbal communication skills.
- Ability to work independently and in a multi-disciplinary team, and to use originality when encountering new situations.
- Ability to establish and maintain positive relationships with government officials and private sector representatives.
- Prior experience with managing consultants preferred.
- Degree in urban or transportation planning, public administration or closely related field from an accredited college or university; prefer master's degree.
- Two years local government, transportation or council of government experience.

SUPERVISION

General supervision by the Executive Director.

Salary \$55,000+ DOQ

Send Cover Letter, Resume, two writing samples and salary requirements to: squintell@dmmc-cog.org.