Deputy Executive Director of Transportation

Position Profile

Chicago, IL (hybrid)
The opportunity

This is an exciting opportunity to work for the comprehensive planning organization in the third-largest metropolitan area in the country and help improve public policies for the seven counties and 284 communities of northeastern Illinois. The Chicago Metropolitan Agency for Planning developed and is implementing ON TO 2050, northeastern Illinois’ long-range comprehensive plan. The plan identifies three overarching principles — inclusive growth, resilience, and prioritized investment — that inform all ON TO 2050 recommendations and the agency’s work.
Our vision
An inclusive and thriving region.

Our mission
To serve the people of the region by driving innovation, fostering shared action, and advancing toward a common vision.

Our core values

Serve with passion. We are passionate about serving the people of metropolitan Chicago. We build public trust by being good stewards of public resources and proactively sharing information.

Pursue equity. We are guided by the principle that everyone has a right to opportunity and a high quality of life. We work to realize equity for all.

Foster collaboration. We believe inclusion and collaboration strengthen our work. We seek out the voices of those who often go unheard or face barriers to public participation.

Lead with excellence. We lead on issues that advance the region. We believe in the power of data and the story it tells. We identify and share solutions and inspire others to adapt them for their communities.

Drive innovation. We are driven by the desire to find more efficient methods to achieve the most impact. We do this by seeking new solutions to old problems, taking calculated risks, and daring to try them.

Position overview

About you
You are a collaborative leader, a strategic thinker, and an expert in transportation planning, programming, and policy. You have a passion for public service and a commitment to creating an inclusive and thriving region for the 8.6 million people of northeastern Illinois. You welcome the opportunity to address complex challenges, demonstrate your technical capabilities, and enjoy engaging a variety of stakeholders.

About the position
The Deputy Executive Director of Transportation will provide leadership, strategic direction, and oversight for the agency’s regional policy and program development, guiding and directing a professional team and overseeing program analysis initiatives. The position involves engaging transportation implementers, developing policies, setting goals, and measuring progress to assist the region in accomplishing the recommendations of the long-range plan.

The Deputy Executive Director of Transportation serves as a member of the executive team under the direction of the Chief of Staff and Executive Director, and provides leadership and management within the division.
Provides leadership and guides research, policy development, and planning activities; executes on the agency’s strategic direction to implement the goals and recommendations of the long-range plan.

Actively participates in supporting the implementation of the regional comprehensive plan through leadership and coordination of the agency’s policy, working, and advisory committees and working groups.

Directs the allocation of federal transportation funds through various agency programs. Ensures compliance with federal transportation planning requirements.

Develops, recommends, and implements process improvements to CMAP’s transportation programming activities through policy development, quantitative and qualitative analysis, and stakeholder outreach.

Evaluates and recommends potential transportation investments; coordinates multimodal transportation implementors on regionally significant projects; and supports project alignment with regional plans and priorities.

Develops, interprets, distills, and presents complex concepts into relevant and understandable findings and reports for internal and external public bodies, committees, boards, and working groups.

Oversees a diverse portfolio of agency work, including complex data analysis, modeling, forecasting, and the development of modeling theory and practice interpretations, technical reports, and issues briefs.

Implements transformative process improvements to transportation programming activities through policy development, quantitative and qualitative analysis of large and diverse data sets, and stakeholder outreach and deliberation.

Leads activities to foster, develop, and maintain strong relationships with local governments, transit agencies, and other transportation implementors from across the region.

Oversees the collection, development, maintenance, and sharing of actionable data, serving as the authoritative data resource for the region.

Recruits and selects department personnel; assigns, directs, trains, and coordinates the work of staff; rewards, disciplines, coaches, counsels, and evaluates staff performance; and recommends transfers, promotions, suspensions, terminations, and demotions.

Develops and manages department budget based on annual work plans, including personnel, commodities, operating expenses, contractual and professional services, conferences, training, and travel.

Identifies critical budget needs, develops business case for budget, and prepares cost estimates to support budget appropriation.

Develops and sets internal policy in conjunction with the executive management team.

Models the agency’s core values.
In addition, a successful Deputy Executive Director of Transportation will be able to demonstrate the following knowledge, skills, and abilities:

- Proficient in highly technical functions and also able to convert technical information into concise written and verbal presentations to assist the region’s policymakers with developing solutions for complex transportation challenges.
- Ability to communicate effectively with people and other departments.
- Ability to make objective decisions using sound judgment.
- Ability to navigate conflict.
- Ability to develop consensus across a broad range of interests and forums.
- Ability to lead complex research projects, conduct detailed research, and prepare reports and findings.
- Ability to establish and maintain relationships with diverse groups of constituents.

The ideal candidate will have the following education and experience, or an equivalent amount of training, education, and experience:

- Bachelor’s degree in public administration, public policy, urban planning, transportation management, or related field from an accredited university.
- Minimum of ten years of progressively responsible professional experience managing urban planning, public policy, transportation analysis activities, and related functions at a public agency, private firm, civic organization, or other agency.
- Minimum of five years’ successful management experience of professional and managerial employees.
- Demonstrated effective professional leadership and interpersonal skills, including fostering and supporting team member career development; active listening; and verbal and written communication and presentation skills.
- Proven competence working with diverse constituencies and stakeholders
- Valid driver’s license
Working conditions

- Hybrid working environment (office and remote).
- Prolonged periods of concentration and computer use.
- Prolonged periods of sitting.
- CMAP requires all employees to declare their vaccination status upon hire. The agency reserves the right to enforce and/or amend this policy in compliance with federal and state mandates or as it deems necessary. Your acceptance of an offer of employment means that you understand and agree to comply with this policy.

Supervisory responsibilities

The Deputy Executive Director of Transportation will supervise Principals in the Research, Analysis, and Programming division.
**Compensation and benefits**

Minimum starting salary is $143,643, commensurate with experience. Benefits include:

- Paid time off, including vacation, personal days, sick time, and 12 holidays annually
- Health, vision, dental, and disability insurance and AFLAC (supplemental insurance)
- Flex time
- Parental leave
- Gym membership reimbursement
- Professional development opportunities, including certifications/licenses and association dues, conferences/trainings, and tuition reimbursement
- Deferred compensation (457 plan)
- Retirement savings plan through Illinois Municipal Retirement Fund (IMRF service credits may be eligible to transfer)
- Flexible spending accounts
- Employee assistance program

**To apply**

At CMAP, when we say we serve everyone in the region, we mean everyone. To do that well, we need a workforce that’s representative of our diverse region. Accordingly, CMAP is committed to pursuing equity and creating and maintaining a diverse and inclusive workplace. We have and will continue to hire and promote great people from a wide variety of backgrounds because it makes our agency and our work stronger. If you share our values of serving with passion, fostering collaboration, driving innovation, pursuing equity, and leading with excellence; and you share our enthusiasm for building a thriving and inclusive region, we invite you to apply for a position at CMAP.

Submit a cover letter and resume here.

CMAP is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.

**About CMAP**

The Chicago Metropolitan Agency for Planning (CMAP) is northeastern Illinois’ comprehensive planning organization. The agency and its partners developed and are implementing ON TO 2050, a long-range plan to help the seven counties and 284 communities of our region address transportation, equity, the environment, and other quality-of-life issues. Visit cmap.illinois.gov for more information.