

**NORTHEASTERN PENNSYLVANIA ALLIANCE  
NEPA**

**JOB DESCRIPTION**

**POSITION TITLE:** Transportation Planning Manager

**DIVISION:** Transportation Planning Services

**SUPERVISOR:** Vice President – Transportation Planning Services

**EFFECTIVE DATE:** March 1, 2024

**FLSA STATUS:** Exempt

**GENERAL DESCRIPTION:**

The Transportation Planning Specialist is a full-time, salaried, exempt, position within the Transportation Planning Services Division. The Transportation Planning Specialist provides technical transportation planning and administrative support of the Northeastern Pennsylvania Metropolitan Planning Organization (NEPA MPO) which covers the counties of Carbon, Monroe, Pike and Schuylkill. This work is assistive in nature and focuses on extending the capabilities of the MPO.

**ESSENTIAL FUNCTIONS:**

1. Ability to arrange, set up and attend MPO Technical Committee, MPO Policy Board and related transportation program meetings and other events.
2. Ability to prepare agendas and supporting meeting materials and disseminate to all attendees; take accurate notes and develop meeting minutes as required.
3. Ability to prepare transportation program information for the agency's website, newsletter and program newsletter, and dissemination of information related to other public involvement tasks.
4. Ability to assist in the preparation of public and agency presentations using software such as PowerPoint, databases, digital video, and production of hard copy materials.
5. Ability to coordinate marketing and communications efforts of program responsibilities, including the preparation of information for use in developing preliminary marketing products used in public outreach, citizen participation and promoting Transportation Planning Services program offerings and accomplishments, and review final marketing products for content accuracy.
6. Ability to conduct tasks in support of a wide range of local and metropolitan transportation studies. (i.e., Corridor Studies, Project Concept Reports, environmental assessments, high level technical studies/ memorandums, conceptual design/layout, project cost estimates, etc.).

7. Ability to maintain a current knowledge base of all federal and state regulations and program requirements relative to specific transportation program responsibilities.
8. Ability to support the development, organization and convening of specialized transportation task meetings, program related seminars, workshops, conferences and training programs in accordance with the transportation program work elements and directives from PennDOT and US DOT.
9. Ability to act as staff liaison to county staff and PennDOT staff in Central Office (Harrisburg), PennDOT District 4-0 (Dunmore), District 5-0 (Allentown), as well as adjoining MPOs.
10. Ability to understand GIS related products, procedures, techniques, methodologies and applications used for the purposes of the region's Transportation Improvement Program, Long Range Transportation Plan and other program uses.
11. Ability to perform field assignments in connection with transportation planning and project development and conduct data collection activities in support of MPO's work program tasks.
12. Ability to support the reporting and presentation of program service activities before large groups of people at various venues and NEPA Board or staff meetings.
13. Ability to communicate effectively both verbally and in writing to constituents, elected officials, agency representatives, co-workers and NEPA management all aspects of the transportation program service activities and responsibilities.
14. Ability to prepare and submit, on a timely basis, progress reports to funding sources and NEPA management.
15. Ability to travel, occasionally long distances, by multiple modes and with multiple overnight stays, to conferences, meetings and seminars, relative to program responsibilities and professional development.
16. Ability to make appointments, arrange for transportation and accommodations for travel; prepare and submit expense reimbursement and payment authorization forms.
17. Ability to perform other duties related to other NEPA programs and services as assigned by the VP of Transportation Planning Services and/or the President & CEO.

**ADDITIONAL FUNCTIONS:**

1. Ability to tolerate long periods of time sitting and working at a desk or computer in an office environment.
2. Ability to operate a motor vehicle, personal desktop computer, laptop computer, internet, projection unit, printer, copier, fax machine, telephone system, other communications technology and related office equipment.
3. Ability to attend early morning, late evening and weekend meetings as assigned.

4. Ability to serve on various NEPA committees and outside program workgroups on behalf of NEPA.
5. Ability to perform physical duties required for outdoor field work, in active traffic conditions and in rough terrain.

**MINIMUM QUALIFICATIONS:**

1. Bachelors degree in a Planning Discipline, Public Administration, Political Science or related field.
2. One (1) to three (3) years of experience in transportation planning, community or economic development, government program administration, or related field. Certification by the American Institute of Certified Planners (AICP) and Geographic Information Systems (GIS) experience preferred, but not required.
3. Computer proficiency required.
4. Excellent communication and organizational skills required.
5. A valid Pennsylvania driver's license, or the ability to attain one, is required.
6. Must be legally employable in the U.S.
7. Must be able to submit to and pass personal background clearances.