Manager, Office of Travel Monitoring

RESEARCH ANALYST V (RA V)   JOB RECRUITMENT #18-05

SALARY RANGE	Mid $80,000s to Mid $90,000s (position level & salary commensurate with education & experience)
LOCATION	Office of Travel Monitoring
CLOSING DATE	When position is filled
AREAS OF CONSIDERATIONS	All Sources

The Delaware Valley Regional Planning Commission (DVRPC) is the Philadelphia region's Metropolitan Planning Organization. We believe DVRPC is a place to work, learn, and create a career in a professional and stimulating environment that values diversity, innovation, and bringing your best self to work. If your background and experience match the following high-level vacancy, we would like to hear from you.

Job Description

The Office of Travel Monitoring is a national leader in the innovative use of technology for collecting and sharing both motorized and non-motorized traffic data. Accurate data, provided by the Office, supports the programs of PennDOT, NJDOT, member governments, and DVRPC staff and informs sound decisions resulting in better transportation facility design, improved safety, economic growth, and the orderly development of the Delaware Valley region.

This is highly professional administrative and technical work in the development and direction of transportation data collection programs. An employee in this class has managerial responsibilities for the preparation and determination of program objectives, methodologies, and techniques with full responsibility for program results. Work is performed in accordance with general agency policies. Responsibilities include supervising and mentoring a diversified staff of professional and technical employees as well as a field crew. This position reports to the Associate Director, Data Services and Analysis.

Responsibilities

- Develop and implement vision for the Office of Travel Monitoring including new technologies and tools for the collection, analysis, distribution, and uses of both motorized and non-motorized traffic data.
- Manage and mentor office staff ensuring successful completion of assignments.
- Direct field data collection programs for PennDOT, member governments, and DVRPC project managers.
- Direct processing, internal and external dissemination, and archiving of collected traffic data.
- Provide technical expertise to staff and member governments related to all aspects of traffic data collection, storage, and use.
- Coordinate and build relationships with the region's transportation stakeholders.
- Formulate and provide analyses, summaries, and presentations to policy-making officials and advisory bodies, including the DVRPC Board and Regional Technology Committee, as required.
- Identify, define, and budget Work Program activities and projects.
- Oversee the inventory and maintenance of traffic counting equipment, including vehicles and related supplies.
- Develop and communicate annual performance expectations, interim reviews, and year-end evaluations for supervised staff identifying and taking appropriate action to address problems or reward successes.
- Attend relevant trainings, seminars, and conferences to enhance knowledge of the field or showcase DVRPC's achievements.
- Perform related work as required

Qualifications

- Extensive knowledge of the objectives of regional transportation planning and the ability to relate this knowledge to the development of a regional traffic counting program.
- Thorough knowledge of data management, collection, and reporting procedures.
- Ability to plan and organize complex technical tasks and to supervise and coordinate the work of subordinate technical and professional personnel.
- Ability to use new techniques and modify practices that enhance DVRPC's mission and also meet project requirements on a timely basis and within budgetary restraints.
- Ability to provide technical insight and judgement to advise on complexities of a project.
- Ability to present results of research and analysis effectively in oral, written, and graphic form.
- Ability to establish and maintain effective work relationships with associates, member government personnel, and the general public.
- Demonstrated PC skills, including but not limited to, word processing, database, presentation, and spreadsheet software.

Experience & Training

To classify as Level RA V, a minimum of seven years of progressively responsible professional administrative experience in transportation planning or engineering, or a related technical field is required, and at least two years of supervisory experience is strongly desired. Training may have been gained through graduation from an accredited college or university. A Master's degree or a full year of intern or co-operative education experience can be substituted for one year of experience.