

**MANAGER OF PROJECTS AND APPLICATIONS**  
**BOSTON REGION METROPOLITAN PLANNING ORGANIZATION**  
**CENTRAL TRANSPORTATION PLANNING STAFF**

**Description**

The Central Transportation Planning Staff (CTPS) of the Boston Region Metropolitan Planning Organization (MPO) seeks a proactive, technical leader to manage the delivery of projects and support the advancement of the application of our products and tools. The Manager of Projects and Applications will manage a group of planners, analysts, and project managers who apply travel demand modeling and geospatial tools and perform data analysis on multimodal transportation projects. The Manager of Projects and Applications will report to the Director of Projects and Partnerships.

**Responsibilities**

The Manager of Projects and Applications will require strong management and technical skills to effectively manage a team of technical experts and project managers.

Responsibilities will include the following:

- Managing a team of planners, analysts, and project managers
- Facilitating team meetings, mentoring staff, and encouraging a team environment
- Managing the team's budget to ensure proper resource allocation and workload balance
- Organizing project teams and overseeing project management and project delivery to ensure quality and consistency across projects
- Reviewing work scopes, including budget estimates and proposed project schedules
- Coordinating and tracking overall project activities, budgets, and schedules
- Working with project managers on communicating project status, scope changes, and budget adjustments with clients
- Providing technical direction for projects and project deliverables
- Reviewing deliverables, including technical documents and presentations, and communicating technical approaches and alternatives to clients and stakeholders
- Maintaining and fostering project management relationships with clients
- Identifying project opportunities and presenting proposed plans and ideas
- Evaluating and recommending different tools to solve problems and communicating pros and cons to each approach
- Working with a team to come up with creative ideas and solutions
- Supporting the growth and development of the application of our tools and technologies

- Developing needs and requirements for software applications
- Preparing SWOT analyses for different technical approaches

## **Qualifications**

While the following sections describe required and desirable qualifications, CTPS welcomes candidates who believe that their particular experience and skills fulfill the requirements.

### ***Required***

- A master's degree in engineering, transportation, business, computer science, mathematics, or a related field, plus at least three years management experience or a bachelor's degree in the fields listed above plus five years of management experience
- Proven ability to manage projects and teams
- Client and stakeholder engagement skills
- Strong problem-solving skills with the ability to select and use the most appropriate tool(s) for each problem
- Excellent technical and analytical skills with the ability to learn and evaluate new tools and technologies quickly and independently
- Experience with (or interest in) application of modeling tools, travel demand modeling, microsimulation, or other similar technologies
- Experience with (or interest in) GIS applications and working with geospatial data
- Ability to work collaboratively and manage concurrent streams of work
- Creative thinker with strong written and verbal communication skills
- Understanding of engineering principles and the systems engineering process
- Commitment to excellence and high-quality work
- Experience with Agile methodology

### ***Preferred***

- Software development experience including version control and understanding of software standards
- Application of travel demand models
- Business development experience
- Background in statistics
- Experience with federal (NEPA) and state (MEPA) environmental processes

## **Additional Information**

This is a full-time position and the starting salary range is \$85,000–\$95,000 annually, contingent upon qualifications and experience.

CTPS offers excellent Massachusetts state employee benefits; a flexible, supportive, and family-friendly work environment; and a commitment to ongoing professional development. Our office is located in downtown Boston, in a transit-oriented and

bicycle-friendly environment. We are currently working remotely during the COVID-19 pandemic.

Candidates must have legal authorization to work in the United States and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. A Criminal Offender Record Information (CORI) check must be completed if the position is offered. However, a criminal record is not an automatic bar to employment.

The Metropolitan Area Planning Council (MAPC) is the fiduciary agent for CTPS and legally employs its staff. MAPC and CTPS are Equal Employment Opportunity and Affirmative Action (EEO/AA) employers that take pride in the diversity of their workforces and encourage all qualified persons to apply. MAPC participates in the E-Verify system to confirm employment eligibility.

### **About the Central Transportation Planning Staff**

CTPS is a passionate group of transportation planners, analysts, modelers, programmers, and engineers working to address the Boston region's transportation challenges. The deep transportation knowledge and expertise of this close-knit team is a critical asset to the Massachusetts Department of Transportation, the Massachusetts Bay Transportation Authority (MBTA), regional transit authorities, cities and towns within the region, as well as other agencies and stakeholders.

### **How to Apply**

This position is open until February 25, 2022, and applications will be reviewed on a rolling basis. A review of applications will begin immediately. Interested candidates should submit a cover letter and resume online at [www.CTPS.org](http://www.CTPS.org) or [www.bostonmpo.org](http://www.bostonmpo.org).