

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS**  
**IMMEDIATE JOB OPPORTUNITY**  
**Travel Forecasting and Emissions Analysis Program Director**  
Starting Salary \$126,184 - \$178,803  
DTP-1805

**POSITION SPECIFICATIONS**

The Metropolitan Washington Council of Governments (COG) Department of Transportation Planning (DTP) is seeking a Travel Forecasting and Emissions Analysis Program Director to lead a professional team that applies and develops travel demand forecasting methods for the Washington, D.C. region. These methods support a wide variety of regional transportation and air quality planning activities that are conducted by the Department and are commonly adapted by state and local planning agencies for project planning purposes. The Program Director will oversee multiple technical work program activities including the evaluation of the Long-Range Transportation Plan, air quality conformity and mobile-source emissions analyses, technical assistance studies and long-term travel modeling development efforts.

An employee at this grade serves as an expert advisor to the DTP Director and to members of the National Capital Region Transportation Planning Board (TPB) and Metropolitan Washington Council of Governments regarding travel demand modeling methods and practice. He/she will be required to communicate and coordinate with fellow DTP Program Directors and with staff in other COG departments, including the Department of Community Planning and Services (responsible for providing fine-area land activity forecasts) and the Department of Environmental Programs (responsible for coordinating with state environmental agencies on matters relating to mobile emissions modeling). The employee must possess a high degree of resourcefulness in carrying out project initiatives in support of TPB policy interests and DTP program objectives. Given the responsibility to directly work with elected officials, senior officials from state and local transportation agencies and members of the media, an executive level of professionalism and political sensitivity is expected to be consistently demonstrated.

**EXAMPLES OF WORK**

The Travel Forecasting and Emissions Analysis Program Director will:

- Prepare annual work program activities in accordance with available resources, departmental objectives and TPB initiatives; Allocate available resources among planned activities and clearly define and communicate activity schedules and deliverables to the team;
- Provide day-to-day supervision and administration of a 15-member team; Convene periodic coordination meetings with team members to monitor progress and to ensure that project schedules are met;
- Oversee the development and maintenance of travel modeling inputs supporting travel forecasting applications, including fine-area land activity forecasts and multi-modal transportation networks;
- Ensure that evolving travel modeling methods and policy assumptions are properly and adequately documented and effectively communicated;
- Prepare and administer consultant contracts as needed in coordination with the Departmental Director and COG's Procurement staff;
- Respond to technical data requests for currently adopted planning data and methods;
- Coordinate and communicate with state and local planning agencies as needed to facilitate the conduct of technical studies;

- Maintain support of one technical subcommittee (the Travel Forecasting Subcommittee or TFS) that convenes every two months and serves to oversee travel model development activities;
- Periodically meet with the DTP Director and other Program Directors to coordinate on work program activities of mutual concern;
- Present on topics and issues relating to travel forecasting and mobile emissions modeling to a wide variety of audiences including the TPB and the TFS;
- Collaborate with COG's Director of Community Planning and Services and the region's Planning Directors on the development of COG Cooperative Forecasts of future population, household and employment growth;
- Coordinate with the Planning Data and Research Director and COG Contracting staff on data opportunities that might enhance transportation modeling development plans or work program objectives;
- Meet with federal, state, local and regional transportation agency staff on their data and technical support needs and oversee technical assistance activities in response to these needs;
- Attend conferences and work to forge collaborative relationships with peer Metropolitan Planning Organizations (MPOs) and federal agencies.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Comprehensive knowledge of urban transportation modeling methods, principles and practices employed at MPOs across the U.S.;
- Awareness of emerging research relating to travel demand forecasting methods;
- Knowledge of traffic engineering and transit operations principles and theory;
- Knowledge of federal planning requirements that are relevant to MPOs with respect to travel demand forecasting and air quality conformity;
- Knowledge of transportation surveys and surveillance techniques;
- Familiarity with computer technologies as related to transportation planning methods;
- Familiarity with mobile emissions forecasting practices and State Implementation Plan (SIP) planning activities;
- Familiarity with statistical methods typically associated with travel demand forecasting, travel surveys and other observed transportation data sources;
- Familiarity with geographic information system capabilities and functions as related to travel demand forecasting;
- Skill at directing project planning studies and focused research activities;
- Ability to secure cooperation of others in executing plans;
- Ability to speak and write effectively;
- Ability to present technical results in terms understandable to policy officials and staff.
- Proficiency in the use of Microsoft Office software (Word, Excel, Power Point, Outlook);
- Any equivalent combination of education and experience which provides the required knowledge, skills and abilities will be considered.

## **EDUCATION AND EXPERIENCE**

Master's degree in Transportation Planning or related quantitative, technical, planning or management discipline. Minimum of eight years of progressively responsible experience in the development and application of travel demand modeling. Experience will include the analysis and interpretation of demographic, transportation survey and transportation systems data that typically supports regional travel demand modeling activities. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Familiarity with local

governments and transportation agencies in the Washington, D.C. area is desirable. Knowledge of Washington, D.C.'s transportation system characteristics and features is desirable.

**Supervisory/Management Experience:**

At least five years of supervisory/management experience in similar environment. This position involves managerial responsibility for a team of 15 professionals that carry out major work program activities. The Program Director performs daily supervisory responsibilities, performance management and will also be responsible for other similar supervisory duties including personnel, budgeting, and contracts management. Administrative duties will include hiring and training employees; planning, assigning and directing work activities; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Promotes professional growth of team members. Oversees contracting work and temporary personnel. Carries out supervisory responsibilities in accordance with the organization's administrative policies and applicable laws.

**Computer Knowledge and Skills**

Proficiency in the use of Microsoft Office software (Word, Excel, Power Point, Outlook). Familiarity with Cube Voyager software, statistical analysis packages; GIS System, database management, report generator; computer graphics, presentations and desktop publishing are desirable.

**EEO EMPLOYER**

To apply for this position, please submit your cover letter, salary history, and resume to:

The Metropolitan Washington Council of Governments

777 North Capitol Street, NE

Suite 300 - Attention: OHRM

Washington, DC 20002-4239

Or visit our website at: [www.mwcog.org](http://www.mwcog.org)

Fax: 202-962-3715

**Identification/Right to Work**

Metropolitan Washington Council of Governments is committed to compliance with federal and state laws requiring that MWCOC only hires workers who are lawfully entitled to work in the United States (U.S. citizens or nationals and non-citizens with valid work authorization) without discrimination. MWCOC does not sponsor Visas of any type. All persons employed by Metropolitan Washington Council of Governments are required to comply with the Immigration Reform and Control Act of 1986 by presenting documents to verify identity and authorization to work in the United States.

Acceptable forms of identification are listed by the Department of Homeland Security / U. S. Citizenship and Immigration Services on Form I-9, Employment Eligibility Verification

*MWCOG is an Equal Employment Opportunity (EEO) employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, sexual orientation or any other class protected by state or federal laws in admission or access to our programs, services, activities, hiring, and employment practices.*