

Senior Program Manager – Commuter Choice

The Northern Virginia Transportation Commission seeks an experienced program manager with a passion for transportation to lead the Commuter Choice Program, a pioneering regional transit program that invests toll revenue along the I-66 and I-395/95 corridors. Put your program management, policy development, facilitation and financial skills to work to bring new and innovative transit projects to these interstate corridors.

Position Description

In this newly created position, the Senior Program Manager leads two highly visible transit programs designed to move more people more efficiently through the I-66 and I-95/395 corridors. The senior program manager leads a team of technical professionals; manages a consultant team and contract; oversees significant and growing financial resources; develops, implements, and maintains program policies and procedures; collaborates with local jurisdictions and other stakeholders; manages program delivery, monitoring, reporting and compliance; and represents NVTC as the face of the Commuter Choice program. The position provides program guidance to NVTC staff, jurisdictional staff, working group members, and consultants.

The ideal candidate will be a strategic-minded, detail-oriented, and creative problem solver with strong interpersonal skills and political sensibilities, excellent writing and presentation skills, and the ability to effectively facilitate discussions with a variety of individuals and organizations. Experience in transit, transportation demand management (TDM), policy development, program budgeting / grants, or transportation is vital to the success of this position.

Requirements

Mandatory:

- A Bachelor's degree in engineering, transportation planning, urban and regional planning, or a related field
- Five (5) to seven (7) years of progressively responsible program management experience that demonstrates:
 - a keen understanding of regional transportation issues
 - the ability to effectively communicate technical information to a variety of audiences
 - the ability to lead a team of technical and non-technical professionals
 - excellent facilitation and communication skills
 - the ability to manage complex transportation programs and associated budgets

Desirable:

- A Master's degree in engineering, transportation planning, urban and regional planning, or a related field
- Four (4) to six (6) years of progressively responsible program management experience
- Direct experience in managing regional transportation programs, especially transit
- Experience working closely in a small team environment

Essential Functions

- Coordinates regional participation in the development of annual or multi-year funding programs.
- Identifies and gathers technical information required to develop policies and procedures for program management (e.g. criteria for determining Commuter Choice funding eligibility, application processes, timelines, scoring methodology, etc.).
- Prepare and conduct stakeholder, working group, and Commission briefings.
- Manages program monitoring, reporting, and compliance requirements.
- Supports grant recipients to resolve funding, procurement, technical or other program issues.

- Tracks existing grants (expenses, reimbursement, etc.) and executes SPA (Standard Project Agreements) with each new round of funding.
- Manages technical support contract(s), including developing scopes of work, consultant selection process, and invoicing.
- Coordinates Commuter Choice program team, including technical support, marketing, data analysis, and grant management/tracking.
- Supports NVTC leadership in developing, adopting, and implementing program policy.

How to Apply

Applications received by 11:59 p.m. on **April 5, 2019** will be prioritized for consideration. NVTC is an equal opportunity employer. Please provide a resume with relevant experience as well as a letter describing your qualifications, salary expectations, and interest in this position. Submit your application to:

opportunities@novatransit.org

Applications can also be mailed to:

Colethia Quarles
Senior Program Manager – Commuter Choice
Position 2300 Wilson Boulevard, Suite 230
Arlington, VA 22201

About the Northern Virginia Transportation Commission (NVTC)

NVTC (www.novatransit.org) serves as a regional forum for discussion and analysis of transit issues that are critically important to our economy and quality of life. Founded in 1964, in part to represent the interests of the Commonwealth during the establishment of the Washington Metropolitan Area Transit Agency (WMATA), NVTC is charged with the funding and stewardship of WMATA and the Virginia Railway Express (VRE), which it co-owns. NVTC is also the lead agency in the administration of the Commuter Choice program, a multi-decade effort that leverages toll revenues from Northern Virginia express lanes to support transit and TDM activities along those corridors. Because Northern Virginia is also home to six bus systems, NVTC works across jurisdictional boundaries to facilitate improved transit service, leverage joint procurements, and coordinate Northern Virginia's efforts to mitigate Metrorail maintenance shutdowns.

Salary and Benefits

NVTC offers a competitive salary and outstanding benefits (life, health, dental, disability insurance; pension; pre-tax child care and medical cafeteria plan; free parking or parking cash-out; tax-free transit benefit). In addition, NVTC offers opportunities for professional development and training. All employees are eligible for membership in ZipCar and Capital Bikeshare. The competitive salary depends on experience and qualifications.

Salary Range: \$100,000 to \$120,000

Additional Information

NVTC's office is located in the Court House area of Arlington, Virginia. Work hours are generally 8 a.m. to 5 p.m., Monday through Friday. Additionally, work hours may vary based on business needs and will include evening (Commission and Committee meetings the first Thursday of each month) and weekend hours. Some local and regional travel may be required.