



## JOB ANNOUNCEMENT

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### TRANSIT PLANNING AND PROJECT MANAGER

The Northern Virginia Transportation Commission seeks a resourceful Transit Planning and Project Manager skilled in facilitating and leading regional transit planning and projects to expand high-quality, high-capacity transit across Northern Virginia. This position will provide technical expertise and project management support to NVTC's corridor planning efforts, serve as a technical resource for regional and statewide planning efforts, and provide planning and project management expertise to support NVTC's mission to bring the region together to plan, coordinate, and secure funding for transit systems that are financially sustainable and high performing.

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### POSITION DESCRIPTION

Principal responsibilities include serving as the project manager for the Route 7 Transit Corridor Study, coordinating NVTC's staff team in providing technical expertise to the Commission, NVTC's jurisdictions and Board members on issues related to the Washington Metropolitan Area Transit Authority (WMATA), and serving as NVTC's representative on regional and statewide planning activities. The position will facilitate regional working groups, participate in other regional working groups, and support the work of the Commission. This position will work with NVTC's jurisdictions which include Arlington, Fairfax, and Loudoun counties and the cities of Alexandria, Fairfax and Falls Church, and its six bus systems – DASH, ART, CUE, Fairfax Connector, Loudoun County Transit, and Metrobus – as well as Metrorail and the Virginia Railway Express.

The ideal candidate will have experience with regional, local or state government, transportation planning, project management, and transit or related fields including regional transportation planning, research and analysis, federal contracts and grants management, and stakeholder outreach. In addition, an ideal candidate will have experience working with a commission or similar entity, and experience in preparing oral and written presentations to elected officials and the public. This position requires a college degree and at least five years of relevant experience supported with strong references. Excellent written and oral communication, experience in facilitation/meeting management, and skills in spreadsheets and graphics are mandatory.

This position reports to the Director of Programs and Policy.

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### DUTIES INCLUDE

- Management of the [Route 7 Transit Corridor Study Project](#), including overall project management, contract management, outreach and stakeholder engagement.
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- Serve as NVTC's staff lead on all matters related to the [Washington Metropolitan Transit Authority \(WMATA\)](#).
  - Represent NVTC on regional and statewide planning studies.
  - Develop partnerships on collaborative research and technology efforts.
  - Identify new projects and develop applications for state/federal funding.
  - Draft requests for proposals and invitations for bids for new NVTC projects, direct selection and procurement, and manage contractor performance and payments.
  - Work with the NVTC Executive Director and Board members on special projects.
  - Prepare informative materials for Commissioners, local staff, and regional partners on new and existing NVTC projects including memoranda, web content, and e-newsletter text.
  - Participate in ongoing strategic planning efforts and organize outreach efforts on behalf of NVTC and regional projects.

## **SELECTION CRITERIA**

### Mandatory:

- Bachelor's Degree in planning, transportation, public administration, civil engineering, or related field, plus five years of professionally progressive experience with project management in transit, planning, or a related field;
- Documented experience in transportation, transit, or rail planning, project development, policy, or funding;
- Experience working in or with local, regional, or state government;
- Experience in writing talking points, preparing presentations, meeting agendas, and drafting reports, analyses, and recommendations for board action and comments to legislative and regulatory agencies;
- Excellent written and verbal communication skills;
- Skilled in working on internal and external teams;
- Experience in meeting management and facilitation; and
- Skills in graphics and spreadsheets.

### Desirable:

- Advanced degree in planning, public sector management/administration, public policy or related field;
  - AICP certification;
  - Additional work experience beyond the minimum five year requirement;
  - Expertise conducting local, regional, statewide, or corridor-based transportation planning efforts.
  - Skilled in developing and making presentations to elected officials, business leaders and community groups;
  - Experience in designing and/or conducting community outreach efforts;
  - Familiarity with the National Transit Database;
  - Knowledge of FTA grant and contract requirements, including DBE procurement expectations; and
  - Skilled in working in a small team environment.
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## HOW TO APPLY

The job will remain open until filled. NVTC is an equal opportunity employer. Please provide a complete resume including your salary history and requirements, as well as a letter describing your qualifications and interest in this specific position. Please describe examples of your relevant experience, include links to or attachments of relevant work product:

Email: [opportunities@nvtc.org](mailto:opportunities@nvtc.org)  
Attn: Colethia Quarles  
NVTC  
2300 Wilson Boulevard, Suite 620  
Arlington, VA 22201

## ABOUT NVTC

NVTC brings the region together to ensure that Virginia businesses and residents are served by a network of transit systems that allows our diverse region to thrive economically. NVTC funds and promotes transit in the counties of Arlington, Fairfax and Loudoun and the cities of Alexandria, Fairfax and Falls Church, a 1,000 square-mile region with a population of 1.7 million. NVTC is a leading expert on transit planning, programs, policy, funding, performance metrics and transit finance, coordinates regional planning studies and evaluations, partners with other regional entities including the Northern Virginia Transportation Authority, the Potomac and Rappahannock Transportation Commission and the Metropolitan Washington Council of Governments.

NVTC has a small staff located in offices in the Court House area of Arlington. Find more information about NVTC, [our priorities](#) and [our programs](#) on our website: [www.NoVaTransit.org](http://www.NoVaTransit.org).

## SALARY and BENEFITS

NVTC provides 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), as well as Zipcar and Capital Bike Share membership. The competitive salary depends on experience and qualifications.

## ADDITIONAL INFORMATION

Business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. This position does require participation in NVTC's Board meeting held one evening per month. Work hours may vary based on business needs and may include evening and occasional weekend hours, as necessary. Occasional travel may be required.

Applications will be reviewed on a continuous basis. Interviews will be scheduled with those candidates whose qualifications best fit our needs. The application process will close when the position has been filled or when a sufficient number of qualified applications have been received.