



Job Opening: Director of Regional Planning

Location: Albany, NY

Position: Full-time (Onsite)

Salary: \$93,530 - \$103,000

Benefits: Paid Time Off; Vacation, Personal, and Sick Leave; Medical Insurance, Dental Insurance, New York State and Local Retirement System

Application Deadline: May 17, 2024

Description

The Capital Region Transportation Council (Transportation Council) is the Metropolitan Planning Organization (MPO) for the Capital Region based in Albany, New York. The Transportation Council works with State, regional, and local government partners to plan for and implement a safe, resilient, and modern transportation system. We are seeking a Director of Regional Planning responsible for assisting the Executive Director with supervising senior and junior staff, serving as a lead Task Manager for regional land use and transportation planning programs, and preparing and implementing the Transportation Council's Metropolitan Transportation Plan. The Director of Regional Planning will be supervised by the Executive Director and is expected to lead the regional planning team toward its successful and timely completion of multiple programs and work tasks concurrently. Ideal candidates are excellent communicators, self-starters, motivators, and leaders.

Minimum Qualifications

- Master's degree in transportation planning, urban and regional planning, civil engineering, geography, environmental studies, public administration, or in a closely related degree field with ten (10) years of experience in transportation planning and program management; OR
- Bachelor's degree in transportation planning, urban and regional planning, civil engineering, environmental studies, public administration, or in a closely related degree field with twelve (12) years of experience in transportation planning or program management; OR
- An equivalent combination of training and experience as defined above.
- AICP preferred, but not required.

Relevant Skills

- Strong experience in land use and transportation planning, program, or project management.
- Strong experience with consultant management and project scope of work development.
- Strong understanding of sustainable transportation principles and best practices.
- Strong technical, written and presentation skills. A writing sample is required.
- Strong organizational skills.

- Ability to establish and maintain effective working relationships with local governments, regional agencies, and state agencies.
- Proficient with Microsoft Office 365 and experience with Adobe Creative Suite products.
- Proficiency in the use of GIS, graphic design software or other analytic tools.

Responsibilities

- Participating on the Transportation Council's management team with the Executive Director.
- Supervising a team of planners, including managing workloads, to ensure transportation planning activities are being progressed in a timely manner.
- Tracking and analyzing regional planning issues including current state and national research.
- Leading the development of major Transportation Council products.
- Preparing and reviewing planning documents including text, tables, and graphs.
- Reviewing the work of others in the preparation of reports and planning projects to assure adherence to Transportation Council requirements and best practices.
- Facilitating coordination between municipalities, regional agencies, and state agencies on planning issues and activities.
- Providing technical information and planning assistance to member municipalities regarding land use and transportation planning.
- Representing the Transportation Council at public meetings, project meetings, and other events.
- Managing consultant led planning activities including developing Requests for Proposals, reviewing consultant proposals, and reviewing consultant developed products.
- Planning, designing and executing transportation planning programs in the Transportation Council's work plan.
- Leading advisory committee and/or task force meetings and developing meeting agendas.
- Supporting Transportation Council public involvement activities.

The Transportation Council is an equal employment opportunity employer. All qualified applicants for employment will be considered without regard to an individual's race, color, sex, gender identity, gender expression, religion, age, national origin or ancestry, citizenship, physical or mental disability, medical condition, family care status, marital status, domestic partner status, sexual orientation, genetic information, military or veteran status, or any other characteristics protected by federal, state or local laws.

Send cover letter, resume, and writing sample by May 17, 2024, to:

Sandra Misiewicz, AICP
Executive Director
Capital Regional Transportation Council
1 Park Place, Suite 101, Albany, New York 12205
or email info@capitalmpo.org

If you are unable to submit your application because of incompatible assistive technology or a disability, please contact us and we will reasonably accommodate qualified individuals with disabilities to the extent required by applicable law.