

Senior Program Manager - Transit Resource Center

The Northern Virginia Transportation Commission seeks a strategic minded and creative problem solver with strong interpersonal skills and political sensibilities to lead NVTC's Transit Resource Center. The ideal candidate will be a strategic and analytical program manager who will actively manage the Envision Route 7 Bus Rapid Transit project and lead performance analysis efforts to help NVTC tell the story of transit in Northern Virginia. They will have strong public transit project and program management skills; experience leading transportation data visualization and analysis projects; hold an understanding of the dynamics of Washington, DC, and Northern Virginia regional transit/transportation; demonstrate excellent written and oral communication skills; and have a desire to learn and grow professionally.

Position Description

The Senior Program Manager will manage the Envision Route 7 Bus Rapid Transit project (currently in the corridor planning stage) and manage NVTC's data collection and visualization efforts. They will lead a team of professional staff and consultants, collaborate with jurisdiction and regional stakeholders, represent NVTC on regional committees/subcommittees, and support the data and/or policy analysis needs of other NVTC programs (Commuter Choice, WMATA, Transit Technology).

Requirements

- A Bachelor's or Master's (preferred) degree in transportation planning, urban and regional planning, or a related field
- Seven (7) to ten (10) years of progressively responsible public transportation project and program management experience that demonstrates:
 - experience with corridor level public transit/transportation studies
 - analysis of public transportation performance measures and metrics
 - 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 staff and consultant professionals
 - excellent facilitation and communication skills
- Demonstrated ability to manage regional transportation programs in the Washington, DC area, especially transit
- Experience working closely in a small team environment

Essential Functions

- Manage the Envision Route 7 BRT project which includes contract management of consultant services and state grants, extensive coordination with project partners, overseeing a comprehensive public outreach effort, and updates to the Management Advisory Committee, Program Advisory Committee and Commission.
- Prepare and present the annual State of Transit in NoVA Report and other transit performance analyses to the Commission
- Plan and deliver a comprehensive system to collect, manage, analyze, visualize, and present data that NVTC receives.
- Develop and prepare content for the NVTC Transit Resource Center website, including an overhaul of the existing webpages.

- Lead monthly Transit Resource Center briefings for NVTC leadership.
- Manage consultant teams and state grants.
- Coordinate data, research, and policy analysis efforts with other NVTC programs and the NVTC communications team.
- Support the Director of Programs and Policy and the Executive Director with new projects or initiatives

How to Apply

Applications received by 11:59 p.m. on **Friday, February 4, 2022** 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 and interest in this position. Submit your application to:

opportunities@novatransit.org

Applications can also be mailed to:

Tenley O'Hara
Sr. Program Manager - Transit Resource Center Position
2300 Wilson Boulevard, Suite 230
Arlington, VA 22201

About the Northern Virginia Transportation Commission

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.

Salary and Benefits

NVTC offers a competitive salary and outstanding benefits (life, health, dental, disability insurance; pension; pre-tax childcare and medical cafeteria plan; free parking or parking cash-out; tax-free transit benefit; generous telework). 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.

Position Salary Range: \$100,000 to \$130,000

Additional Information

NVTC's office is 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 and weekend hours. Some local and regional travel may be required.