



Virginia Railway Express

JOB DESCRIPTION

TITLE: PLANNING PROGRAM MANAGER

GRADE: AA [SALARY RANGE \$93,906.69 thru \$155,885.10]

FLSA STATUS: PROFESSIONAL EXEMPTION [SALARIED]

LAST UPDATED: APRIL 22, 2021

GENERAL DESCRIPTION

The Planning Program Manager reports to the Manager of Project Development and performs professional and technical work of broad scope and complexity to assist in the development, coordination, administration, and implementation of VRE services and capital improvements. Functions as project manager for multiple system and capital planning projects and represents VRE interests in local, regional, and state transportation planning forums.

ESSENTIAL FUNCTIONS

**To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Provides transportation, regional and urban planning expertise in support of strategic, system, and operational planning efforts for the organization.
- Management and supervision of the planning and conceptual design phases of capital projects including station, facility or system expansions, National Environmental Policy Act (NEPA) review, and other analyses of a similar nature. Coordination of project management activities, monitors schedule and budget, reviews project progress, identifies deficiencies and opportunities, and recommends solutions.
- Facilitates interagency and stakeholder coordination on projects and represents VRE in transportation planning efforts with state, regional and local jurisdictions and agencies, including attendance at regional meetings.
- Maintains and updates the VRE System Plan, Transit Development Plan (TDP), Fleet Management Plan and other internal planning documents.
- Reviews and approves reports, studies, conceptual and preliminary design drawings for VRE plans and capital projects.
- Collects and maintains ridership and other performance statistics for submissions to the National Transit Database (NTD), Virginia Department of Rail and Public Transportation (DRPT), the American Public Transportation Association (APTA) and other organizations as requested.

- Evaluates the impacts of transportation policy issues, plans, and studies for internal VRE and external audiences, with the ability to present and defend findings in writing and orally, as requested.
- Conducts research and analyses, including feasibility studies, alternatives analysis, travel demand and ridership forecasts, pedestrian or traffic flow analyses, and service planning for use in the development of VRE plans, programs, projects, annual budget process and other purposes.
- Preparation and administration of grant applications and reporting for federal, state, and regional funding programs.
- Data collection and preparation of input on federal and state regulations and programs, including Federal Transit Administration and Federal Railroad Administration programs, state and local agency programs, freight railroads, and other organizations.
- Preparation of responses to inquiries and requests from VRE staff, Operations Board members, other agencies and the general public as directed.
- Preparation of and participation in public outreach activities and meetings.
- Field assistance during service disruptions and customer service activities.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough understanding of the fundamentals of planning, design, and construction as they pertain to the design and development of urban and regional areas and transportation systems.
- Experience with the application of transit planning principles and practices, travel demand forecasting, project management (including budgeting, scheduling, scoping and quality control).
- Ability to lead and manage consultants, contractors, and self-perform planning activities for commuter rail plans, and stations, facilities, and rail-related projects.
- Ability to develop and manage project procurements, cost estimates, budgets, schedules, quality controls/assurances, progress reporting, and invoicing.
- Thorough understanding of federal, state and local laws, regulations, guidelines, and practices as they pertain to rail transportation management, operations and financing.
- Strong oral, written and graphic communication skills and ability to interact with coworkers, supervisor, and the general public at a level sufficient to exchange or convey information and to receive work direction.
- Ability to plan, organize and carry out complex data analysis and research projects.
- Ability to use a computer and related software applications (e.g., Microsoft Office, Microsoft Outlook, Internet Explorer and Adobe Acrobat).
- Ability to work independently and as part of a multi-discipline department team.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Urban Planning, Transportation Planning, Geography, Landscape Architecture, or a closely related field is required.
- A minimum of eight (8) years of progressively responsible professional planning experience, at least two (2) years of which were in a lead planner or project management capacity.
- A Master's degree in a planning field appropriate to the position and at least five (5) years professional planning experience, with a minimum of two (2) years in a lead planner or project management capacity, may substitute for the Bachelor's degree and greater years' experience.
- American Institute of Certified Planners (AICP) certification or certification as a Project Manager required; documented confirmation of working toward required certification may be considered.
- A strong portfolio of rail or transit planning experience is preferred.
- Proficiency using geographic information systems (GIS) to produce spatial analyses, mapping, and other planning-related tasks required.

ADDITIONAL REQUIREMENTS:

- Must possess a valid driver's license, current auto insurance, and maintain a safe driving record at all times during employment with VRE.
- Must be flexible and available to work outside of normal business hours in a dynamic Commuter Rail operating environment.

WORKING CONDITIONS:

- This work is sedentary and requires little to no exertion of force; work regularly requires sitting, frequently requires speaking or hearing and using hands to finger, handle or feel and occasionally requires standing and walking.
- Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data.
- Work has minimal exposure to environmental conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

*The statements in this job description are intended to describe the **general nature and level of work** being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

VRE is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. VRE is committed to the principle of equal employment opportunities for all employees and to providing employees with a work environment free of discrimination and harassment.