

**PIONEER VALLEY PLANNING COMMISSION (PVPC)  
DEPUTY DIRECTOR OF TRANSPORTATION PLANNING  
TRANSPORTATION DEPARTMENT**

**Hiring range for the Deputy Director of Transportation Planning is \$88,456 to \$100,000**

**DESCRIPTION:** Under general supervision, the Deputy Director of Transportation Planning will provide extensive technical support services to the regional transportation planning section for the PVPC's 43-community service area with a focus on maintaining a safe, dependable, environmentally sound, and equitable transportation system. The ideal candidate values working collaboratively and has an understanding of Metropolitan Planning Organization (MPO) activities.

This position requires presence in the office and the field.

**Management and Supervision**

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This position reports to the Director of Transportation Planning.

**Essential Duties and Responsibilities**

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

**EXAMPLES OF DUTIES:** The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Manage, oversee, and coordinate activities that support each stage of development of the annual regional transportation improvement program (TIP), including drafting text, preparing budget information, developing necessary amendments, and coordinating project status with MassDOT and local officials;
2. Coordinate required analysis of proposed transportation improvement projects and programs in compliance with current state and federal environmental, air quality, and resiliency goals;
3. In cooperation with the Director of Transportation Planning, manage the staffing requirements for the Pioneer Valley Metropolitan Planning Organization (MPO) and Joint Transportation Committee. Develop meeting agendas and minutes; coordinate public participation requirements; update the Memorandum of Understanding as necessary; and recruit new members;
4. Under the direction of the Director of Transportation Planning, has a lead role in the development of the Unified Planning Work Program (UPWP), and the Long-Range Transportation Plan (RTP);
5. Manage the regional congestion management process. Coordinate the annual updates of regional congested corridors and bottlenecks. Supervise the development of regional congestion studies as identified in the UPWP;
6. Direct transportation staff members on multimodal transportation planning projects, adhere to task timelines, and develop recommendations consistently that advance the goals the RTP;
7. Coordinate internally to ensure the successful delivery of high-quality work products that comply with federal requirements, that are clear and engaging, and that provide meaningful resources for MPO board members, agency partners, and members of the public;
8. Oversee public participation, including setting up and staffing community meetings, producing notices and customer information, summarizing public input. Work with agency leadership to respond to and partner with diverse stakeholders—including federal, state, regional, and local officials; other agencies; advocacy

organizations; and the general public—and ensure that all are engaged in a fair, collaborative, and thorough manner;

9. Oversee and monitor all regional performance-based planning activities and performance target development. Maintain and analyze data and statistics in cooperation with federal and state partners to report and present findings to the MPO;
10. Maintain a clear understanding of the Massachusetts Department of Transportation (MassDOT) Project Development Process. Understand Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) rules and regulations such as the Bipartisan Infrastructure Law that guide the MPO planning process and ensure compliance. Identify areas of non-compliance and implement improvements as necessary;
11. Assist in the development of monthly invoicing, reporting, and documentation as required under current state and federal contracts;
12. Supervise the application process for competitive grant applications;
13. Support and mentor staff in the ongoing development of programs, planning activities and enhancing inter-agency collaboration;
14. Lead the advancement and innovation of data management practices in the Transportation Department.

## **QUALIFICATIONS FOR EMPLOYMENT**

### **Knowledge and Ability**

#### *Knowledge of*

- computer technology, Microsoft Office, and web-based planning resources;
- the principles and practices of transportation planning;
- transportation data collection methods;
- ArcGIS Pro, RITIS, Replica, Synchro, HCS, R, Power BI and/or similar software;
- emerging trends in transportation, multi-modal planning, and data analysis;
- Federal and State requirements for compliance with Environmental Justice, Title VI and Justice 40;
- how local governments work;
- transit planning is desired.

#### *Ability to*

- use GIS for maps, graphics, analysis, and public outreach;
- analyze, interpret, and evaluate complex problems with creative thinking;
- work with diverse data sources and prepare visual representations of data analysis;
- communicate verbally and in writing;
- establish and maintain highly effective working relationships with directors and staff, committee members, elected and appointed officials, consultants, vendors, and others encountered in the course of work;
- handle multiple projects simultaneously and use good judgment in prioritizing work assignments;
- maintain effectiveness under pressure of variable time constraints and deadlines;

- work productively on multiple projects in a team environment under the pressure of deadlines and conflicting demands;
- manage up to three transportation staff members;
- seek out information, solutions, and have an eye for process improvements.

**Special Requirements**

Possession of a valid driver’s license or access to alternative means of transportation. Must have legal authorization to work in the United States. Must be able to conduct passenger surveys or other data collection activities while using public transportation. Demonstrated competency in the use of office computers and business software.

**Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities may be used to qualify for employment. A typical way to obtain the knowledge, skills, and abilities is described below:

Graduation from an accredited college or university with 10+ years of relevant professional or internship experience. A master’s degree in a relevant field may be substituted for 2 years of professional experience. Staff management experience a plus.

Any equivalent combination of education and progressively responsible experience.

**PHYSICAL REQUIREMENTS**

The physical requirements described here are representative of those that an employee typically must meet to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper. Strength, dexterity, and coordination to lift files, stacks of paper or reports, references, audio/visual equipment, and other materials; to reach for items above and below desk level; and to bend, reach, squat, and stoop to access files and records. Manual dexterity and cognitive ability to operate a personal computer. Ability to communicate via telephone. Ability to ride and move around on public transportation vehicles, such as buses and trains, to conduct surveys and perform other data collection activities.

In compliance with applicable disabilities laws, reasonable accommodation may be provided for qualified individuals with a disability who require and request such accommodations.

Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodation with the employer.

**WORKING CONDITIONS:** Work is typically performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Working environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur. The position requires field visits for data collection purposes and may require using public transportation to conduct surveys or other data collection activities, regular attendance at offsite meetings and evening meetings and requires travel to deliver and pick up materials. Travel duties will result in some exposure to outdoor weather conditions.

**FLSA Status:** Non-exempt

**SUPERVISORY RESPONSIBILITY**

One to three transportation staff within the organization. Transportation Interns as necessary.

May supervise consultants.