



Transportation Planner & Project Manager Job Description

Department: Economic and Community Development
Reports to: MPO Director

General Statement

The Transportation Planner & Project Manager supports regional transportation planning activities for the French Broad River Metropolitan Planning Organization (MPO) and Land of Sky Regional Council, with a particular focus on managing transportation planning studies and ensuring compliance with applicable federal, state, grant, and contractual requirements.

Distinguishing Features of the Class

An employee in this class will manage consultant-led planning studies from initiation through completion, including scopes of work, procurement, schedules, budgets, invoices, deliverables, documentation, and coordination with local governments, NCDOT, consultants, and other project partners.

In addition to project-management responsibilities, the position serves as a general transportation planner and will assist with a variety of MPO activities, including research, data analysis, intergovernmental coordination, meeting support, project development, public involvement, and preparation of the Metropolitan Transportation Plan (MTP) and other regional transportation plans.

The position is well suited for someone who is organized, comfortable managing multiple projects, interested in transportation planning, and able to move between detailed administrative work and broader planning assignments.

Duties and Responsibilities

Essential Duties and Tasks

Planning Studies and Project Management

- Manage MPO-funded and other transportation planning studies from project initiation through completion.
- Work with local governments, MPO staff, NCDOT, consultants, and other partners to develop scopes of work, schedules, budgets, deliverables, and project expectations.
- Coordinate procurement and consultant-selection activities in accordance with applicable federal, state, Council, and MPO requirements.
- Monitor consultant contracts, project schedules, expenditures, invoices, local match requirements, and deliverables.
- Maintain project files and documentation necessary to demonstrate compliance with grant, procurement, contract, and program requirements.
- Coordinate project meetings, steering committees, technical reviews, and communication among consultants, local governments, NCDOT, and other partners.
- Review consultant work products for consistency with approved scopes, project objectives, adopted plans, and applicable planning requirements.
- Identify potential schedule, budget, scope, compliance, or project-delivery issues and work with project partners to resolve them.
- Coordinate contract amendments, schedule extensions, scope modifications, project closeout, and other administrative actions as needed.
- Provide regular project-status updates to MPO staff, committees, local governments, and other partners.

Metropolitan Transportation Plan and Regional Planning

- Assist with development of the MPO's Metropolitan Transportation Plan and related long-range planning efforts.
- Conduct research and analysis related to transportation needs, demographics, land use, growth, travel patterns, safety, multimodal transportation, environmental considerations, and other planning topics.
- Assist with development and evaluation of transportation projects, strategies, policies, and investment priorities.
- Help maintain project lists, cost estimates, planning assumptions, documentation, and other information used in the MTP.
- Coordinate with local governments, NCDOT, transit providers, and other regional partners to gather information and resolve planning questions.
- Prepare maps, tables, graphics, technical summaries, presentations, and other materials supporting the MTP and other MPO plans.
- Support public and stakeholder engagement associated with long-range transportation planning.
- Assist with documentation necessary to meet federal metropolitan transportation planning requirements.

MPO Planning and Program Support

- Provide research, analysis, and coordination support for routine MPO activities and special assignments.
- Assist with project prioritization, corridor planning, bicycle and pedestrian planning, transit planning, safety planning, transportation performance management, and other MPO programs.
- Research transportation policies, funding programs, planning practices, regulations, and emerging transportation issues.
- Prepare staff reports, agenda materials, presentations, correspondence, and other materials for MPO committees and partner organizations.
- Participate in meetings with local governments, NCDOT, transit agencies, consultants, community organizations, and other transportation partners.
- Assist with maintaining MPO plans, project information, databases, and required planning documentation.
- Represent the MPO or Land of Sky Regional Council at meetings and events as assigned.
- Perform other related transportation planning duties as assigned.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

The successful candidate should demonstrate:

- Knowledge of, or an ability to learn, transportation planning principles and practices.
- Strong organizational and project-management skills.
- Ability to manage multiple projects, deadlines, budgets, and stakeholders simultaneously.
- Strong attention to detail and ability to maintain accurate administrative and project documentation.
- Ability to understand and follow federal, state, local, grant, procurement, and contractual requirements.
- Ability to interpret scopes of work, contracts, planning documents, policies, regulations, and technical information.
- Ability to conduct research, analyze information, identify key findings, and communicate results clearly.
- Strong written and verbal communication skills.
- Ability to prepare clear reports, presentations, meeting materials, and professional correspondence.
- Ability to work effectively with local government staff, consultants, state and federal agencies, elected officials, community organizations, and members of the public.
- Ability to work independently while contributing effectively as part of a multidisciplinary planning team.
- Sound judgment and the ability to identify problems, ask appropriate questions, and follow issues through to resolution.
- Proficiency with Microsoft Office and other commonly used professional software.
- Familiarity with GIS, transportation data, project-management software, or data visualization is desirable.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

Physical Requirements

- Must be able to physically perform the basic life operational functions of standing, walking, grasping, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force occasionally.
- Must possess the visual acuity to perform extensive reading, administrative, and computer work.

Desirable Education and Experience

- A bachelor's degree in urban or regional planning, transportation planning, public administration, geography, civil engineering, environmental planning, or a related field is preferred.
- Relevant professional experience in transportation planning, local or regional government, project management, grant administration, consulting, contract management, or a related field is desirable.
- A master's degree in planning, public administration, transportation, or a related field may substitute for a

- portion of professional experience.
- An equivalent combination of education and relevant experience may be considered.
- The position may be appropriate for candidates at different stages of their careers. The selected candidate's responsibilities and starting salary will reflect their education, experience, and demonstrated ability to independently manage transportation planning projects.

Preferred Qualifications

Experience in one or more of the following areas is particularly desirable:

- Metropolitan or rural transportation planning
- Local or regional government
- Transportation planning studies
- Consultant and contract management
- Federal or state grant administration
- Metropolitan Transportation Plans or other long-range planning efforts
- Bicycle, pedestrian, transit, safety, corridor, or multimodal planning
- Public involvement and stakeholder coordination
- GIS or transportation data analysis
- NCDOT transportation planning or project-development processes

Position Characteristics

This position combines project management, regulatory and grant compliance, and general transportation planning.

The successful candidate should enjoy getting projects completed, keeping complicated efforts organized, and working with multiple agencies and communities. The position also provides opportunities to contribute directly to major regional planning efforts, including development of the MPO's Metropolitan Transportation Plan and the identification and advancement of transportation priorities throughout the region.

Special Requirements

- Driver's License is usually required and specialized certifications may also be required of individual positions.

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