



DIRECTOR OF TRANSPORTATION

POSITION SUMMARY AND ESSENTIAL FUNCTIONS

The Northwest Hills Council of Governments (NHCOCG) is the coordinating body for Chief Elected Officials of twenty-one (21) municipalities in the northwest corner of Connecticut. NHCOCG provides advisory services and assistance in regional and transportation planning, environmental management, emergency preparedness, economic development, and municipal shared services to the region.

The Director of Transportation is responsible for overseeing the regional transportation planning and programmatic activities for NHCOCG. Under general direction, the Director is responsible for planning and development of regional transportation plans, managing workplans and facilitates interagency coordination with federal, state, and local agencies, while ensuring compliance with state and federal regulations and grant programs. Assists the Executive Director in the administration and supervision of the activities of the Council as they relate to transportation planning and programs.

SUPERVISION RECEIVED

Works under the general direction of the Executive Director. Exercises considerable initiative and independent judgment within the assigned area of responsibility.

SUPERVISION EXERCISED

Assists in the direction and supervision of professional, contractual, and administrative staff.

EXAMPLES OF DUTIES

Lead the development and implementation of the regional Unified Planning Work Program (UPWP), manage the regional Transportation Improvement Program (TIP) in collaboration with CTDOT and others. Serves as the primary liaison for coordination and management of transportation and transit related programs for NHCOCG and member municipalities. Assists in the formulation, coordination, and administration of Council policies and objectives. Organizes and participates in meetings related to Council activities. Conducts research and analysis for report preparation. Organizes and participates in meetings and conferences related to Council programs. Provides advisory and technical assistance to local officials and organizations. Coordinates and manages transportation/public works/capital projects and programs for NHCOCG and member municipalities. Assists in the supervision of the Council professional planning and supportive staff. Lead and oversee projects and consultants in data analysis, modeling and public involvement processes and public transparency. Monitor legislative and regulatory changes affecting transportation planning and funding. Ensure compliance with federal and state transportation planning requirements including Title VI of the Civil Rights Act. Assist in grant

writing, management and reporting. The Executive Director may reassign work responsibilities at any time to meet the needs of the agency.

KNOWLEDGE, SKILLS, AND ABILITY

Experience with the implementation and monitoring of an annual budget, work programs, policies, and procedures, staffing and strategic planning. Considerable knowledge of principles and practices of transportation planning/engineering and project management. Direct experience with transportation project development, implementation, management, and consultant oversight preferred, particularly at the regional level. Ability to establish and maintain effective working relationships with elected and appointed officials, consultants, vendors, and the public.

Also, knowledge of, and experience in, the general principles and practices of regional, community or economic development planning as it relates to transportation. Considerable knowledge of the sources of data regarding transportation, sociological, economic, and financial factors of regional or community developments. Considerable ability to do technical research and studies in areas related to regional transportation or community planning. Considerable ability to prepare and present technical written reports to a variety of audiences.

Ability to work independently, manage multiple projects simultaneously and a willingness to work on a variety of tasks inherent in a small planning/service organization and as part of a team. Ability to work with computer office applications, spreadsheets, presentation software, and grant software. Experience with graphic design is a strong preference. Experience with Geographic Information Systems (GIS) a plus.

May be required to attend meetings outside of the region or evening meetings within the region as necessary.

MINIMUM QUALIFICATIONS, EXPERIENCE AND TRAINING

Bachelor's Degree (Master's preferred) from an accredited college in city, regional or transportation planning/engineering, public administration or closely related field and five (5) years of experience in a planning capacity and at least two (2) years in a project management and supervisory capacity, or as deemed equivalent.

CERTIFICATES AND LICENSES

- Current valid Driver's License
- Membership in professional organizations and certifications preferred.

WORK ENVIRONMENT

Collaborative small office environment located in Litchfield, CT. This is a full-time position with a thirty-five (35) hour standard workweek.

SALARY AND FRINGE

This is an Exempt Position under FLSA. NHCOCG offers an excellent fringe benefit package, flexible hours, compensatory time, and remote work policy.

The Northwest Hills Council of Governments (NHCOCG) provides equal employment opportunities (EEO) and prohibits unlawful discrimination and harassment, with respect to all employees and applicants for employment, including but not limited to, age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.