



# South Jersey Transportation Planning Organization

*Serving Atlantic, Cape May, Cumberland,  
and Salem Counties since 1993.*

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*Executive Director*

John W. Riskey, *Secretary/Treasurer*

## Position Available – Program Manager of Capital Programming & Project Development

The [South Jersey Transportation Planning Organization \(SJTPO\)](http://www.sjtpo.org) is seeking an experienced professional for a full-time position that will be responsible for the following program areas; management and development of SJTPO's Transportation Improvement Program (TIP); management of local project development efforts within SJTPO; management and oversight of congestion management and relief planning efforts; management and oversight of SJTPO's Intelligent Transportation Systems Planning efforts; as well as management and oversight of consultant-led technical studies.

The position will report directly to the Executive Director and will serve in a supervisory role to other staff.

The salary range is \$80,000 to \$90,000 (Range 8) depending on qualifications and experience. Employees may be eligible for merit increases each year upon receipt of a satisfactory performance evaluation. The SJTPO offers a full benefits package, including medical, vision, and dental insurance, optional deferred compensation plans, paid time off, tuition assistance, and membership in the New Jersey State Pension System. The position will have opportunities to attend relevant training, workshops, and conferences to foster learning in the field.

### **Responsibilities:**

- **Program Management:** The position will serve as the primary lead for SJTPO's project development and the [Transportation Improvement Program \(TIP\)](#). Other programs include SJTPO's [Congestion Management Process \(CMP\)](#), SJTPO's [Congestion Mitigation and Air Quality Improvement \(CMAQ\)](#) and [Carbon Reduction \(CR\)](#) Programs, along with [Intelligent Transportation Systems \(ITS\)](#).
- **Representation:** The position will represent SJTPO at local, state, and federal meetings, particularly those whose focus is related to capital programming, congestion management, ITS Planning, and other related activities, or tasks.
- **Project Development:** The position will head SJTPO's local project development, working closely with its subregional partners throughout the project planning process to advance projects with high deliverability. The position will be responsible for project screening, scoping, data analysis, field visits, coordination with local stakeholders, and other pre-design activities.
- **Technical Program Management:** The position shall be responsible for managing and overseeing consultant-led technical studies. In consultation with staff, the position will be responsible for developing technical studies important to SJTPO's subregional partners, releasing the request for proposals, consultant selection, and managing of technical studies once its underway.
- **Other:** The position will work closely with planners and engineers at both the city and county levels. Demonstration of strong technical communication skills and the ability to collaborate with project stakeholders is required. The position will also assist in other statewide or regional planning initiatives, including assistance with the development of SJTPO's Regional Transportation Plan (RTP) and the Unified Planning Work Program (UPWP). Fieldwork and travel are required.

### **Knowledge and Abilities:**

- Ability to communicate effectively with officials, co-workers, consultants, representatives of organizations, and others sufficiently to convey information both in-person and in virtual settings.
- Ability to comprehend, evaluate, and objectively analyze problems and to develop solutions to such problems logically and systematically.
- Ability to provide sound advice, assistance, and instructions.
- Ability to prepare, negotiate, and manage contracts and projects and monitor the work of consultants.
- Excellent written, verbal, and technical communication skills, including the ability to synthesize complex or diverse information.
- Demonstrated expertise in GIS (ArcMap) and Microsoft Office applications (Word, Outlook, Excel, PowerPoint, and Access).
- Ability to organize assigned work and manage time to complete tasks in a timely manner.
- Ability to independently or collaboratively prepare clear, accurate, and informative reports containing findings, conclusions, and suitable recommendations.
- Treats others with respect and consideration regardless of their status or position; demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; demonstrates an appearance and demeanor that reflects well on SJTPO and its partners.
- Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

### **Qualifications:**

- Must have a bachelor's degree in Planning, Engineering, or a relevant alternative with a master's degree strongly desired.
- Must have at least five years of experience in planning, with at least two years in a supervisory capacity.

### **How to Apply:**

Please submit the following materials via email to [careers@sjtpo.org](mailto:careers@sjtpo.org).

- A cover letter
- A resume (no more than two pages)
- Three references that can speak to the qualifications referenced within the resume
- Example(s) of work should demonstrate analytical writing skills in addition to proficiency with manipulating, analyzing, and displaying information. A brief description of the work product should be included.
- A list of tools and software packages, etc. with which you are familiar and indicate the degree of familiarity
- An unofficial transcript for each degree you hold

### **Posting End Date:**

All application materials must be received via email at [careers@sjtpo.org](mailto:careers@sjtpo.org) to be considered for the position. The position will remain open until filled.

### **Disclaimer:**

This job description is not intended, nor should it be construed to be, an exhaustive list of all responsibilities, duties, skills, or working conditions with a particular job. It is intended to be only a general description of the principal requirements common to a position of this type.