



South Jersey Transportation Planning Organization

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

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Executive Director

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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. Responsibilities include management and development of SJTPO's Transportation Improvement Program (TIP); administration of local project development efforts; oversight of SJTPO's congestion management and relief planning efforts and 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 serve in a supervisory role to other staff under the Capital Programming & Project Development unit. This position will fill a current vacancy within the SJTPO. The position will remain open until filled.

The starting 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 after 60 days of employment, including medical and prescription with premium cost sharing as well as vision and dental insurance at no cost; optional deferred compensation plans; paid time off, including 15 holidays, 15 sick days, 15 vacation days, and 3 personal days each year; tuition assistance; and membership in the New Jersey State Pension System. SJTPO is a participant in the State of New Jersey Telework Program, which is subject to renewal on July 1, 2023, and currently allows employees to work from home 16 hours per week. SJTPO offers an excellent work-life balance, which includes a 40-hour work week, inclusive of a daily one-hour paid lunch, with opportunities to accrue flex and compensatory time. The position will have opportunities to attend relevant training, workshops, and conferences to foster learning in the field.

SJTPO is an equal opportunity employer and encourages and supports diversity in the workplace. Decisions on employment are made on the basis of the qualifications of the individual for the particular position being filled. It is the policy of SJTPO that all employees will be treated equally without regard to race, creed, color, religion, national origin, ancestry, age, sex, marital status, domestic partner status, familial status, domestic partnership status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, veteran status, disability or handicap, or for any other reason prohibited by law. Such employment action includes, but is not limited to, the following: employment, promotion, demotion, transfers, layoffs and termination, recruitment and selection for training, and all SJTPO-sponsored social and recreational programs. For additional details, please refer to SJTA's (SJTPO's Administrative Host) Policy on [Equal Employment Opportunity](#).

Responsibilities:

- **Program Management:** The position will serve as the primary lead for the management and oversight of SJTPO's [Transportation Improvement Program \(TIP\)](#). Other programs include SJTPO's [Congestion Management Process \(CMP\)](#), [Congestion Mitigation and Air Quality Improvement \(CMAQ\)](#), and [Carbon Reduction Program \(CRP\)](#), as well as the [Intelligent Transportation Systems \(ITS\)](#) efforts.

- **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 manage and oversee 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 the technical studies once they are underway.
- **Representation:** The position will represent SJTPO at local, state, and federal meetings, particularly those whose focus is on capital programming, congestion management, ITS planning, and other related activities or tasks.
- **Other:** The position will work closely with planners and engineers at 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, regional, and/or local planning initiatives, including, but not limited to, those associated with the capital programming or project development, as well as the development of SJTPO's core products, such as the [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.
- Must be well-versed in using Microsoft Office, including Word, PowerPoint, Excel, and Access
- Familiarity with using ArcGIS is desirable.
- 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/Requirements:

- 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. A master's degree or a full year of internship or cooperative education experience can be substituted for one year of experience.
- Must live in or relocate to New Jersey within one year of the beginning of employment, consistent with the ["New Jersey First Act."](#)
- Must be legally eligible to work in the United States.

- Upon receipt of an offer, must successfully complete a criminal background check and a medical/physical examination inclusive of a drug screening.
- Must have access to a working personal automobile and a valid driver's license.

How to Apply:

Please submit the following materials via email to careers@sjtpo.org.

- A well-written cover letter
- A resume (no more than two pages)
- Three references that can speak to the qualifications referenced within the resume. Please note that references will not be contacted until after a first interview is conducted.
- Example(s) of work should demonstrate analytical writing skills and proficiency with manipulating, analyzing, and displaying information. A brief description of the work product should be included. If work was developed collaboratively as part of a team, the description should include the applicant's role in the product's development.
- A list of tools and software packages, etc., with which you are familiar and indicate the degree of familiarity.
- An unofficial transcript or copy of the degree certificate for each degree you hold.

Posting End Date:

All application materials must be received via email at 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.