



Internal/External Job Posting

Requisition #: 180002G3
Posting Date: May 10, 2018
Closing Date: Open Until Filled
Official Title: Administrator IV
Functional Title: Manager of MPO Activities
Location: Office of Transportation Planning
10 Park Plaza, Boston
Vacancies: 1
Salary: \$35,247.68 – \$95,078.02
Schedule: Full-Time
Shift: Day
HR Generalist: Robin Burke
Diversity Officer: Derrick Mann – 857-368-8541
ADA Coordinator: John Lozada – 857-368-8541

Duties & Responsibilities:

The selected applicant will be assigned to the MPO Activities section of the Office of Transportation Planning. He/She will be the Metropolitan Planning Organization (MPO) Activities section manager.

Duties include supervising staff and overseeing all duties and responsibilities of the MPO Activities section, including: Working with MPOs to develop a prioritized program of transportation projects based on sound technical planning; supporting and monitoring transportation program planning activities by MPOs; Working with MPOs and other MassDOT offices to facilitate the development and advancement of projects through the planning stage toward implementation; Developing finance plans and project programs that are fiscally constrained within those finance plans; coordinating with MPOs, regional planning agencies (RPAs), regional transit authorities (RTAs), other MassDOT offices, other state agencies and outside stakeholders in order to support regional transportation planning and project programming; Coordinating with federal agencies on regional planning processes and ensuring that all federal certification requirements are met, and that all federal inquiries and issues related to regional planning are resolved.

Duties & Responsibilities (continued):

Developing and overseeing the implementation of contracts with MPO staff; working with OTP, other MassDOT staff and other state staff to develop state policies and procedures, ensuring that those policies and procedures are properly informed by regional planning issues, and communication state policies and procedures appropriately to MPOs. Performing related work as required.

The chosen applicant will attend meetings of MPOs, MassDOT meetings related to regional planning and project prioritization, coordination meetings with federal agencies and other meetings as necessary. Some of these meetings will occur during the evening hours. In order to carry out these responsibilities, the successful applicant must demonstrate strengths in both complex project management and personnel management. Numerous consultant planning contracts are managed by staff in the reporting business units and technical products must be delivered in accordance with a robust performance management program. Employee mentoring and regular performance reviews are also among the responsibilities of the Manager of MPO Activities.

In addition to meeting the minimum entrance requirements, it is desirable that candidates have strong written, oral and visual communication skills; excellent managerial and interpersonal skills; analytical and computer skills; experience with regional planning; and familiarity with the requirements of Fixing America's Transportation System (Fast Act); and the mandates requisite of a 3C Transportation Planning Process.

If you have questions regarding this position, please contact the Human Resources Generalist, Robin Burke, at 857-368-8505.

Minimum Entrance Requirements:

This requisition will remain open until filled; however, first consideration will be given to those applicants that apply within the first 14 days.

Applicants must have at least (A) four (4) years of full-time or, equivalent part-time, professional, professional internship, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management or (B) any equivalent combination of the required experience and substitutions below.

Substitutions:

I. A certificate in a relevant or related field may be substituted for one (1) year of the required experience.

II. An Associate's degree in a related field may be substituted for one (1) year of the required experience.

III. A Bachelor's degree in a related field may be substituted for two (2) years of the required experience.

Minimum Entrance Requirements (continued):

IV. A Graduate degree in a related field may be substituted for three (3) years of the required experience.

V. A Doctorate degree in a related field may be substituted for the required experience.

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.