



Richland County Regional Planning Commission

Job Description

Position:	Transportation Technical Director
Job Objective(s):	To guide and direct the transportation planning program, insuring that it is continuing, comprehensive and cooperative.
Directly Responsible To:	Executive Director
General Statement of Duties:	The Transportation Technical Director shall fulfill the responsibilities of “Technical Study Director” for a Metropolitan Planning Organization. The Technical Director performs regional comprehensive transportation planning and analysis, including procuring, conducting, and monitoring planning studies, collecting and presenting data, preparing reports, and providing information to the public. This is a senior level position that operates under the Executive Director. The Technical Director functions as lead for all Transportation / MPO projects and manages the supervision and professional development and training of subordinate planning staff.
Essential functions of this Job:	<ul style="list-style-type: none"> ▪ Developing, coordinating, or/and maintaining the transportation elements of the Overall Work Program, the Long Range Transportation Plan, the Transportation Improvement Program, and the Semi-Annual Performance Reports in consultation with the staff, the Technical Advisory Committee, and others ▪ Performing and participating in short and long range studies concerning the planning of transportation facilities and services and their impact on the study area’s transportation network, land use, and air quality ▪ Coordinating project scheduling, progress evaluation, technical liaison and agency coordination ▪ Leading the transportation staff, staff supervision and development ▪ Representing the organization at meetings and providing technical expertise on planning issues to the public and partner agencies ▪ Preparing reports covering complex technical analyses on various planning issues including policy recommendations ▪ Presenting study results and recommendations to technical advisory and oversight committees and the Coordinating Committee ▪ Maintaining current knowledge in transportation planning developments and strategies, public policy, and legislation related to regional transportation planning issues
Desirable Qualifications for Employment:	<ul style="list-style-type: none"> ▪ Considerable knowledge of the principles, methods and practices of transportation and regional planning, including the 4-step transportation planning process. ▪ Considerable knowledge of the Metropolitan Planning Organization planning process ▪ Ability to collect, research, analyze and input data, make informed professional recommendations and demonstrate accuracy and thoroughness while maintaining a results-oriented focus ▪ Ability to apply principles of logical and system thinking to a wide range of intellectual and practical problems ▪ Ability to adapt to changes in the work environment, address competing demands, delays or unexpected situations, prioritize multiple tasks, complete tasks on time and respond in a timely manner to requests for service and assistance

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	<ul style="list-style-type: none"> ▪ Ability to establish and maintain effective working relationships with staff, technical committees, policy board, partner agencies, public officials and the general public ▪ Skill in leading and developing subordinates from a diverse background ▪ Ability to show respect and sensitivity for diversity of thought, education and cultural makeup of staff and community ▪ Ability to take initiative for self-development and expanding skill levels 	
Necessary Education, Training and Experience:	<ul style="list-style-type: none"> ▪ Bachelor's degree in urban planning, transportation engineering, public administration, or a related field with at least 5 years of progressive regional transportation planning experience, or any combination of education and experience that provides the applicant with the desired skills, knowledge, and abilities required to perform the job. ▪ Proficient in the use of office software preferably Microsoft products ▪ Ability to work with minimal direct supervision and be able to meet assignment deadlines ▪ Valid Ohio Drivers License a good driving record, proper insurance and reliable vehicle. 	
Essential Physical Requirements	<ul style="list-style-type: none"> ▪ Ability to work on multiple tasks. ▪ Pleasant and clearly understandable phone voice. ▪ Ability to sit at a desk for one or more hours at a time. ▪ Ability to operate computer and other equipment in the office. ▪ Must have sufficient mobility to move around and to interact with the community; must be able to move or lift objects of no more than 25 lbs. 	Mobility to work in a typical office setting, using standard office equipment, driving a motor vehicle to attend meetings outside the RCRPC office, ability to read printed materials and a computer screen, and hearing and talking to communicate in person or over the telephone are essential physical demands of the position. Traveling to meetings both inside and outside the RCRPC study area and attending evening and weekend meetings/functions should be expected on an as needed basis. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.
Statement:	This job description is not intended to define the full and exclusive responsibilities of the individual filling the position. Many tasks will evolve through the day to day operations that will require flexibility, adaptability, and a willingness to work cooperatively with the entities involved.	
Dates:	Approved:	