

DUPAGE MAYORS AND MANAGERS CONFERENCE
TRANSPORTATION PROJECT MANAGER – Full time

The DuPage Mayors and Managers Conference (DMMC/Conference) is looking to fill this challenging and rewarding position within our organization. We offer a collaborative and positive work environment along with strong benefits.

We are looking for a candidate to:

Manage, monitor, coordinate, and implement the Conference's transportation programs under the direction of the Executive Director.

Administer federal STP funds allocated to municipalities in DuPage. educate municipalities on the STP process, solicit applications for new projects during the biennial call for projects, score applications using the methodology approved by the Transportation Technical Committee, and develop a recommend program of projects for approval.

Serve as a resource and assist DMMC members in applying for CMAP's STP Shared Fund.

Conduct Active Project Management (APM) of DuPage STP Local, STP Shared Fund, CMAQ, TAP, and other projects, according to IDOT and CMAP procedures as they proceed through the implementation process; maintain detailed records on project status; assist local project sponsors to keep projects on schedule. Maintain regular contact with sponsors, consulting engineers, CMAP, and IDOT throughout the process.

Work with project sponsors to ensure proper programming of project funding in CMAP's Transportation Improvement Program (TIP). Submit TIP amendments in the eTIP portal as needed.

Support implementation of the CMAP ON TO 2050 Regional Comprehensive Plan through awareness and communication of opportunities and programs targeted to municipal governments.

Serve as liaison between municipalities, CMAP, IDOT, RTA, and other regional partners on various projects, as requested. Attend assigned CMAP and IDOT meetings. Perform other administrative functions as noted in the CMAP Unified Work Program Planning Liaison grant contract.

Staff the Conference's Transportation Technical Committee, provide needed support to its members, and ensure that the Committee's actions and recommendations are communicated to the Board of Directors and full Conference.

Staff the Conference's Transportation Policy Committee, schedule speakers on timely and relevant topics and work with partner agencies to ensure updates on regional and national transportation initiatives.

Assist the Executive Director with development of the agenda and materials for the monthly Board of Directors and business meetings.

Manage consultants contracted for professional transportation services, ranging from processing invoices to ensuring a high-quality product. As needed, conduct or participate in selection processes.

Maintain proper interaction with municipalities to understand local transportation priorities and concerns. Represent these viewpoints in regional, and when needed, state, and national forums.

Develop and maintain professional relationships with key agencies and individuals to further Conference priorities. Attend meetings and maintain contact with transportation and government agencies as needed to ensure progress of Conference projects.

Responsible for various team assignments including responsibilities involving Conference events.
Other duties as assigned.

SKILLS AND QUALIFICATIONS

- Working knowledge of the principles and practices of transportation planning, urban planning, public administration, and project management.
- Ability to manage and organize large amounts of data on a continuous and consistent basis.
- Familiarity with various transportation agencies and their functions.
- Strong written and verbal communication skills.
- Ability to work independently and in a multi-disciplinary team, and to use originality when encountering new situations.
- Ability to establish and maintain positive relationships with government officials and private sector representatives.
- Prior experience with managing consultants preferred.
- Degree in urban or transportation planning, public administration or closely related field from an accredited college or university; prefer master's degree.
- Minimum two years local government, transportation or council of government experience.

Starting salary 58,000 + DOQ

Open until filled, first review of applications on July 12.

Please send cover letter, resume, three writing samples, along with salary requirement to:
squintell@dmnc-cog.org