



PROGRAM MANAGER – ACTIVE TRANSPORTATION FULL-TIME, NON-EXEMPT

JOB SUMMARY:

The Program Manager – Active Transportation is responsible for overseeing all Pedestrian, Bicycling, and Public Transportation Planning for the Genesee Transportation Council (GTC). GTC is the federally required Metropolitan Planning Organization for the nine-county Genesee-Finger Lakes Region, which includes the Rochester, New York metropolitan area and is comprised of Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates Counties. The Region is home to 1.2 million residents with nearly 30,000 establishments within its borders that provide 545,000 jobs. The surface transportation system includes approximately 27,000 federal-aid eligible lane miles, 1,600 bridges, public transit services in all nine counties, extensive deployment of Intelligent Transportation Systems, 340 miles of multi-use trails, and two Class I and several short line railroads.

REPORTS TO: Executive Director - GTC

SUPERVISES: Periodically supervises student interns for select projects.

WAGE: \$35.00/hr. - \$38.00/hr. (depending on experience)

BENEFITS INCLUDE:

- *Staying Healthy:* Medical, Dental (currently free) and Vision (currently free), Flexible Spending Account (FSA)
- *Feeling Secure:* Disability Insurance, NY State Pension Plan, NY State Deferred Compensation Plan, Life & Accidental Death & Dismemberment (AD&D) Insurance, Accident Insurance, Group Specified Disease Insurance and Hospital Insurance
- *Work-Life Balance:* Paid Time Off (PTO: 17 days upon hire; accrue additional time after 1 year), Hybrid schedule, Employee Assistance Program, Paid Holidays, Verizon Wireless Discount, Fitness Center open 24/7, Employee Wellness Program, Culture & Inclusion Council, BJ's Wholesale Club Discount, and more!

ESSENTIAL FUNCTIONS:

- Participate in the development of transportation plans and policies at the regional and community level to address place-making and pedestrian, bicycle, and public transportation access.
- Ensure that pedestrian, bicycle, and public transportation concerns are fully considered within the context of the Long-Range Transportation Plan.
- Represent GTC with community groups, partner agencies, and local project sponsors.
- Review and comment on project development activities to ensure positive outcomes for active transportation uses.
- Manage and conduct an active transportation data collection program that integrates the management of field equipment, desktop preparation and analysis, and dynamic GIS-based applications.
- Maintain the Coordinated Public Transit-Human Services Transportation Plan for the region. As a follow-on activity to Coordinated Plan maintenance and authorship, serve as a representative of

the agency to regional mobility management entities and their associated mobility management enhancement initiatives.

- Participate in the evaluation and selection of projects under the Transportation Alternatives Program, the FTA Section 5310 program, and other funding opportunities relevant to Active Transportation.
- Ensure that programs and projects address all ages, abilities, incomes and equitably serve all people and neighborhoods throughout the region.
- Advance an active transportation program that meets the Region's mobility, environmental, and public health goals and supports the economy.
- Identify trends and best practices to develop new initiatives and projects that are integrated with and support other regional programs and policies.
- Provide subject matter expertise regarding pedestrian, bicycle, and public transportation.

ADDITIONAL RESPONSIBILITIES:

- Develop and evaluate analytical and quantitative tools to monitor, track and assess program performance in collaboration with other performance-based planning activities of GTC.
- Procure consultant services to conduct plans and studies funded through the Unified Planning Work Program (UPWP), including those on behalf of local communities, utilizing established procurement and contracting procedures.
- Oversee consultant activities on plans and studies funded through the UPWP, including those conducted on behalf of local communities.
- Develop partnerships with community-based organizations, the private sector, and other stakeholders to identify, fund, and implement active transportation initiatives.
- Other duties as assigned.

EDUCATION & EXPERIENCE:

- Bachelor's degree in Planning, Geography, or Public Administration or related field, plus a minimum of 5 years professional experience.

OR

- Master's Degree in Planning, Geography, or Public Administration or related field plus a minimum of 3 years professional experience.

KNOWLEDGE, SKILLS & ABILITIES:

- Worked within, or in consultation with, a Metropolitan Planning Organization (MPO)
- Comprehensive knowledge of transportation policies, practices, and associated federal metropolitan and statewide planning regulations.
- Ability to present to large and small groups
- Ability to exercise good judgment
- Proficient in the use of the MS Office suite
- Functional competency with ArcGIS
- Ability to work within a small team environment
- Ability to effectively work in a multi-cultural workplace with a diverse customer base.
- Communication skills that are effective and persuasive with a wide range of audiences.
- Ability to analyze data, define problems, identify potential solutions, develop implementation strategies, and evaluate outcomes.
- Demonstrated ability to independently set workload priorities and work with demanding and competing deadlines.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit while using hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to talk, hear, see, and use a computer. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally required to stand, walk, and reach with hands and arms.

While performing the field work duties of this job, the employee is required to ride a bicycle, ride a bus, traverse various surfaces, and work in outdoor environments for multiple hours.

The employee must regularly lift and/or move up to 40 pounds.

The noise level in the work environment is usually moderate.

Must have access to reliable transportation. Will be required to travel commercially.

ADDITIONAL INFORMATION:

RGRTA is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. RGRTA will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.

Apply online at www.myRTS.com/Work-for-RTS