



Position Announcement
Job Title: Transportation Planning Director
Location: Apache Junction, Arizona
Salary range: \$71,345 to \$95,320

The Transportation Planning Director supports the Executive Director and organizational partners in holistic regional development initiatives. Responsible for administering planning activities and advising leadership on policy matters focusing on multi-modal transportation, water quality, and demographic research. Position collaborates with the senior management team and liaises with Regional Council and associated national, state, regional and local advisory committees. This is an exempt, grant funded position. The CAG office is located in the City of Apache Junction. CAG is a regional governmental planning agency serving 17 communities, two counties, four Native American tribes, and a total population of 521,000 throughout Gila and Pinal Counties.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Provides visionary leadership and strategic direction to regional partners, planning team, and professional consulting agencies to address agency priorities
- Cultivates partnerships among governmental and non-governmental organizations
- Collaborates with stakeholders to develop, implement, and monitor ADOT and ADEQ work plans
- Administers contracts, compliance, reporting, and invoicing
- Provides oversight to grant application submittals, RFPs/RFQs/RFIs, and budgets
- Engages in intergovernmental & community relations
- Coordinates investment strategy for Transportation Improvement Program (TIP)
- Collaborates with internal and external partners to update various transportation studies
- Oversees Regional Section 208 Water Quality Plan activity in coordination with local stakeholders and Arizona State Department of Environmental Quality
- Provides quality assurance, quality control, and guidance for department public engagement initiatives assuring public inclusion and involvement in decision-making
- Represents agency and partners in national, state, regional and local committees
- Convenes, facilitates, and leads public meetings, committees, work groups, and task forces
- Responsible for maintaining accurate roadway database information and coordinates data collection activities with local officials on the roadway network
- Knowledge of traffic counting and transit principles
- Administers demographic research in coordination with local, state, and federal partners
- Conducts, analyzes, and effectively communicates complex qualitative and quantitative research of data and policy to various audiences
- Prepares and delivers exceptional oral and written presentations and reports

Other related duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required education and/or experience:

Central Arizona Governments Tel: 480-474-9300
2540 West Apache Trail, Suite 108 Toll Free: 800-782-1445
Apache Junction, Arizona 85120 TDD: 480-671-5252
www.cagaz.org Fax: 480-474-9306

Experience and training equivalent to a Bachelor's degree in community/urban/regional planning, public administration, or a related discipline, and five (5) years of progressively responsible professional work in multimodal transportation, human services, or other relatable field demonstrating independent decision-making and working knowledge of applicable grants. Familiarity with geographic information systems (i.e., ESRI, Arc GIS), preferred. Working knowledge of TransCAD or equivalent demand modeling software, and analysis of modelling results, a plus. An equivalent combination of related education, training and experience that demonstrates the knowledge, skills and ability to effectively perform the functions of this position may be considered.

REQUIRED KNOWLEDGE, SKILLS

- Self-directed with ability to exercise exceptional judgment and strategic thinking
- Demonstrates skill in working with governmental organizations and non-profit organizations
- Outstanding organizational and communication skills
- Ability to maintain effective working relationships with people of varied social, cultural, and educational backgrounds
- Knowledge of leadership and public management principles
- Knowledge of planning principles, tools, and techniques, including public involvement
- Knowledge of Code of Federal Regulations (CFRs) and State Statutes applicable to programs under direct leadership
- Knowledge of American with Disabilities Act (ADA) and its specific applications to planning portfolio
- Ability to collect, analyze, and interpret data to develop effective goals, objectives, and strategies
- Ability to present ideas clearly and concisely, both orally and in writing
- High proficiency in the Microsoft Office suite required.
- Ability to resolve conflict
- Ability to read and understand planning documents and standards
- Ability to work a flexible schedule that may include evenings, weekends and may include overnight travel
- Ability to work independently or within group atmosphere
- Frequent travel as necessary

CERTIFICATES & LICENSES

Current and valid Arizona Driver's License required. Certifications through American Institute of Certified Planners (AICP), Certified Public Management (CPM) or other is highly desirable.

CAG provides a competitive benefit package, small office working environment and conducts business on a four-day (10 hours per day) work week, Monday through Thursday, with the opportunity to telecommute one day per week.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

Send detailed resume and three work related references to: **Andrea Robles, Central Arizona Governments (CAG), 2540 W. Apache Trail, Suite 108, Apache Junction, AZ 85120** or e-mail arobles@cagaz.org. The first review of applications will occur on **February 23, 2024**. Recruitment will remain open until the position is filled.

The Central Arizona Governments provides equal employment opportunities to all applicants without regard to race, color, religion, sex, national origin, age, disability, political affiliation, or veteran status, genetics, or any other protected status in accordance with applicable federal laws.