

FAMPO ADMINISTRATOR

ABOUT GWRC AND FAMPO

The George Washington Regional Commission (GWRC) serves as the planning district commission for Planning District 16, which includes over 360,000 people in five jurisdictions. Planning District 16 is the fourth largest and fastest growing of the Commonwealth's 21 planning districts. GWRC provides a broad array of planning services to the region, including environmental, energy-conservation, hazard mitigation and rural transportation; operates GWRideConnect, the region's transit/transportation demand management agency; and serves as staff to its sister board, the Fredericksburg Area Metropolitan Planning Organization (FAMPO).

FAMPO is a federally mandated agency that is responsible for making sure federal dollars spent on existing and future transportation projects and programs are based on a continuing, cooperative and comprehensive transportation planning process. Committed to meaningful public engagement throughout the process, FAMPO is responsible for establishing priorities to meet short-term (six years) and long-term (20+ years) multimodal transportation needs in the FAMPO Region (Fredericksburg, Spotsylvania County and Stafford County).

ABOUT THE POSITION

The FAMPO Administrator is an executive level position responsible for leading, managing and directing the work activities and work products of the FAMPO staff at GWRC. The FAMPO Administrator will work with the GWRC Executive Director as an executive leadership team to ensure that work products and fiscal reporting are internally consistent and mutually supportive in order to fulfill the FAMPO Unified Planning Work Program (UPWP). The FAMPO Administrator is selected by and serves at the pleasure of the FAMPO Policy Committee.

This full-time executive level position is responsible for all internal and external management and stakeholder relations relating to the policy direction provided by FAMPO's Policy committee. The FAMPO Administrator is the primary staff liaison with high-level stakeholders including federal, state, and local governments, and elected officials.

The qualified candidate will possess leadership and management experience in the transportation planning field combined with a working knowledge of the transportation planning process, traffic and travel demand modeling processes, and federal and state regulations and guidance related to transportation programs and funding, including planning and programming for highways and bicycle and pedestrian modes so that she/he can effectively direct staff and interns in implementing the UPWP.

RESPONSIBILITIES

- Leads implementation of the FAMPO Policy Committee's policy and planning direction.
- Shepherds the FAMPO Policy Committee through strategic and vision setting discussions to set and update the regional transportation strategic vision.
- Develops the FAMPO Policy Committee meeting agenda in conjunction with the FAMPO Chairman.
- Manages staff at various levels, including senior, principal, project manager and/or deputy administrator level according to current staffing and budgetary realities.
- Manages program managers, senior staff, individual programs and program budgets, including but not limited to:
 - regional transportation plans,
 - corridor studies,
 - multimodal studies,
 - consultant-led work,
 - feasibility studies, and
 - other projects and duties as directed.
- Leads the hiring process for FAMPO staff.
- Develops program budgets.
- Develops the annual Unified Planning Work Program (UPWP) in conjunction with FAMPO Executive Committee and Policy Public Transportation Committee, Virginia Department of Transportation (VDOT), Virginia Department of Rail and Transit (DRPT) and other planning partners.
- Has ultimate leadership responsibility for Constrained Long-Range Transportation Plan (CLRP) and Transportation Improvement Program (TIP), although project management and tasks may be delegated.
- Develops required quarterly reports in partnership with GWRC executive and fiscal staff.
- Leads FAMPO through any certification reviews or similar federal and/or state requirements as needed.
- Ensures that FAMPO staff keep training and professional education/skills up to date.
- Presents policy and technical analysis to state, federal and local officials, other professional staff and the general public.
- Represents FAMPO interests in executive leadership team with counterparts at GWRC: Executive Director, Deputy Executive Director and/or Director of Finance and HR.
- Represents FAMPO on statewide and/or regional committees, boards, non-profits and/or associations.
- Represents FAMPO at conferences, including but not limited to, leading conference panels or making conference presentations as appropriate.

JOB QUALIFICATIONS

Required

- A master's degree in transportation planning, urban planning, civil engineering or a related field.
- Demonstrated program management experience.
- Demonstrated experience managing boards and committees.
- Demonstrated experience communicating with the public and conducting public meetings.
- Ability to mentor and train transportation planning staff.
- Strong oral and written communication skills, including the ability to translate technical materials to a nontechnical audience.
- Knowledge of transportation finance, policy and project development phases.

- The ability to work cooperatively with executives in other organizations, including but not limited to: City Managers, County Administrators, Executive Directors, state agency department or division heads and the business community.
- Working knowledge of ESRI ArcGIS, Transportation Demand Modeling, Transportation Analysis and other technical tools in order to make effective management and task delegation decisions.

Preferred

- Prior MPO Administrator, MPO Director or Director of Transportation experience.
- 10 years of local and/or regional transportation planning experience, and at least 5 years of department head, unit director, division director or executive leadership experience in a regional planning agency, local government, state agency or similar setting.
- Significant experience at the Administrator or Director level.
- Significant Metropolitan Planning Organization (MPO) experience.
- American Institute of Certified Planners (AICP) certification or Professional Engineer (PE) license.

COMPENSATION

Starting compensation is negotiable depending on qualifications. An outstanding [benefits package](#) is also provided.

TO APPLY

Please email a résumé, cover letter, salary history, a representative sample of your work, a brief summary of management/leadership experience, and four references to (email address TBD). Position is open until filled.

George Washington Regional Commission/Fredericksburg Area Metropolitan Planning Organization is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity Employer/Affirmative Action Employer, decisions are made without regard to race, sex, national origins, disability, age, color, low-income, or limited-English proficiency.