



## **Transportation Planning and Programs Director**

### **Minimum Qualifications:**

A bachelor's degree in urban, city or regional planning; economics; engineering; or related field and six years of experience in transportation planning, or regional planning including two years of planning experience in a managerial capacity.

### **Duties:**

The Director of Transportation Planning and Programs leads regional transportation planning and programming for INCOG as the designated Metropolitan Planning Organization (MPO) for the Tulsa Transportation Management Area. Duties include:

- Direct the MPO's long and short-range planning, programming, operations, public outreach, and transportation analysis. Provide transportation planning for the region of the Tulsa Urbanized Area and its immediate vicinity.
- Represent INCOG on various committees for Oklahoma Department of Transportation and other partners.
- Develop and administer the annual Unified Planning Work Program (UPWP) along with associated budget.
- Lead Transportation Technical and Policy Committees.
- Develop Transportation Improvement Program.
- Develop and update Long Range Transportation Plan.
- Develop discretionary grant applications for projects that support implementation of the regional long range transportation plan
- Represent the MPO in various inter-agency, national, federal, state, chamber, and local meetings and activities
- Develop and administer the MPO budget, review program and project budgets and coordinate the request for additional funds for staffing. Develop budgets for new programs.
- Manage and direct staff performing various transportation planning activities and interacting with federal, state, and local member agencies.
- Support INCOG led regional planning functions involving economic and community development within the larger INCOG region that serves the five-county region of Creek, Osage, Tulsa, Rogers, and Wagoner counties.

**Required Skills:**

- Ability to understand, interpret and implement federal, state, and local laws, procedures, codes, and regulations.
- Understanding of grant management principles, budget preparation and ability to initiate and manage multiple projects and programs.
- Knowledge of the principles and practices of urban planning, multi-modal transportation planning, and modeling.
- Effective personnel management and administrative skills.
- Ability to communicate clearly and concisely, both orally and in writing.
- Effective technical report preparation and presentation.
- Good organizational skills.
- Ability to establish and maintain cooperative working relationships with partner agencies and staff.
- Good understanding of accounting principles and budgets.

**Desirable Skills:**

- Understanding of the principles and practices of community and economic development, planning, grant writing, and grant management.
- Knowledge of research methods related to urban growth, transportation, and land use planning.
- Experience and knowledge of the MPO, state department of transportation and related work groups.

Salary for the position ranges from \$100,000 to \$120,000 depending on education and experience. To apply, submit resume and cover letter to

[resumes@incog.org](mailto:resumes@incog.org)