



AUGUSTA-RICHMOND COUNTY
invites applications for the position of:

Strategic Planning Manager

SALARY: \$62,636.00 Annually

OPENING DATE: 05/13/19

CLOSING DATE: Continuous

DESCRIPTION:

The Strategic Planning Manager manages and oversees Augusta-Richmond County's regional planning initiatives including the development of the Metropolitan Planning Organization (MPO), corridor studies and the comprehensive land use plan for the County. The Strategic Planning Manager provides tactical direction on long-range planning topics, land use, equity, housing, historic preservation, economic development and policy. Guides the development of technical analysis of transportation project performance. Monitors and fulfills the federal and state statutory requirements and guidelines related to long-range planning. Serves as a liaison with the Federal Highway Administration, Federal Transit Administration, and the Georgia and South Carolina Departments of Transportation for planning activities, administers and manages the solicitation and contracts of professional consultant services. Analyzes impact on and recommends methods of implementing federal and state legislation/regulations which affect the region. Provides transportation planning grant management, financial and milestone progress reports on FHWA and FTA metropolitan planning funds. Supervises planning staff according to departmental policies and procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides administrative, oversight, and technical responsibility for the management of the Metropolitan Planning Organization (MPO). Responsible for oversight of MPO budget. Develops and oversees the annual MPO budget, including budget development, billing and federal program funding compliance. Directs and oversees the development of the Transportation Improvement Program, Metropolitan Transportation Plan, Unified Planning Work Program and related federal/state urban area planning activities
- Conducts and designs complex technical planning studies. Collects, analyzes and interprets transportation data, designs surveys, develops long-range transportation planning priorities, summarizes data and prepares reports, and reviews transportation model inputs and outputs
- Performs project management for large planning and corridor studies. Duties include developing proposals; developing and tracking project budget, scope and performance measures; recommending and procuring consultant services; managing consultant and MPO staff team; reviewing and reporting on study progress and deliverables; applying for and managing of grants; corresponding with agency partners; and developing and implementing public outreach plans
- Supports multi-modal support for bicycle, pedestrian, freight, and develops vehicular equity in funding, safety programs and safety goals. Provide guidance on ADA and complete streets initiatives. Conducts public outreach to ensure planning efforts meet the long-range vision of residents and stakeholders
- Performs related duties and responsibilities as required

MINIMUM REQUIREMENTS:

Education: Master's degree in Planning, Transportation Engineering, Civil Engineering with a concentration in Transportation Systems, Public Administration or related field

Experience: Seven (7) years of professional experience in planning and development with three (3) years of supervisory experience

Preferred: (in addition to the minimum requirements) Master's degree in Urban and Regional Planning

Knowledge/Skills/Abilities:

- Communicate clearly and concisely, both orally and in writing
- Ability to read, write interprets, and analyze plans and complex regulations
- Ability to analyze data
- Significant and demonstrated knowledge and experience in transportation and land use planning including the management of major plans and studies
- Demonstrated knowledge of regional planning best practices including the integration of equity, economic development and environment
- Demonstrated experience in crafting and communicating public policy recommendations
- Excellent interpersonal skills
- Critical analytical and strategic capabilities
- Experience in employee and staff performance management and mentoring
- Ability to establish and maintain effective working relationships with section staff and agency peers
- GIS and data analysis
- Grant writing and administration

- Ability to supervise and maintain effective working relationships with professional colleagues

Certification(s): AICP preferred but not required

Licensing: Possession of a valid driver's license with good driving history. If State license is other than Georgia or South Carolina, applicant must obtain a license in Georgia or South Carolina within 30 days of employment. ***This position requires driving a county vehicle***

Physical Requirements:

Depending upon area of assignment:

Positions in this class typically require: walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Work is performed in an office setting.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

OTHER:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.augustaga.gov>

Position #201202104
STRATEGIC PLANNING MANAGER
MM

535 Telfair Street
Suite 400
Augusta, GA 30901
706-821-6301

jobs@augustaga.gov

Strategic Planning Manager Supplemental Questionnaire

- * 1. The answers you provide to the supplemental questions will be used to conclude if you meet the minimum qualifications and requirements for this position. Responses relating to your specific work experience and education MUST clearly reflect the requirements shown in the areas for work history and education on your application. Your application must be completed in full before it is submitted. Additional information may not be accepted after your application has been submitted. Do you accept these terms?
- Yes
 No
- * 2. Which of the following best describes your level of education in Planning, Civil Engineering, Transportation Engineering with a concentration in Transportation Systems, Public Administration or related field? [Be sure to list the name and type of degree in the Education section of the resume.]
- High School diploma or G.E.D.
 AS/AA degree
 BA/BS degree
 MBA/MA degree or higher
- * 3. Which of the following below describes your professional experience in planning and development with three (3) years of supervisory experience? (Must show relevant detailed work experience in order to be considered.)
- 5-6 years of experience
 7-8 years of experience
 9 or more years of experience
- * 4. (Preferred) Do you have an American Institute of Certified Planners (AICP) certification?
- Yes
 No
- * 5. This position requires driving a county vehicle and the incumbent to be at least 21 years of age. Are you at least 21 years of age?
- Yes
 No
- * 6. Do you have a valid driver's license with an acceptable driving record?
- Yes
 No
- * 7. Are you a current employee of Augusta/Richmond County?
- Yes
 No
- * 8. If you are a current Augusta/Richmond County employee, have you received a written reprimand,

disciplinary probation, or suspension in the last twelve (12) months? (Informal warnings excluded)

- Yes
- No
- This question does not apply to me.

* 9. To be eligible to apply for a posted position, a current employee must have performed competently for at least six (6) months in his/her current position. If you are a current employee of Augusta/Richmond County, have you been in your current position at least six months?

- Yes
- No
- This question does not apply to me.

* Required Question