

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Director Strategic Long Range Planning**

**Department: City Planning**

**Pay Grade: GS.15**

**Supervision Received From: Deputy Director Planning**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Planner 2, Principal Planner**

**Established: 6/29/07**

**Revision Dates: 4/1/25;**

**10/20/23; 1/11/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for developing, directing, and administering the functions and staff involved in carrying out the transportation planning activities. Serves as lead in decision-making process and compliance with applicable laws, policies and practices for federally-mandated work products of the Chattanooga-Hamilton County/North Georgia Transportation Planning Organization, the bi-state Metropolitan Planning Organization (MPO) for the Chattanooga region.

Provides implementation of Federal law and facilitates an active interagency transportation planning process for the Chattanooga-Hamilton County and North Georgia region which also includes a portion of Sequatchie County, Tennessee in the urban area and any designated areas for mobile source air quality conformity determinations mandated by the Environmental Protection Agency (EPA). Develops and implements performance-based planning, monitoring measures and target-setting mandated under the Federal Highway and Transit Administration Transportation Performance Management program. Closely collaborates and provides guidance and support to the Chattanooga Area Regional Transportation Authority (CARTA).

Prepares material and presents works program deliverables to meet the four-year Metropolitan Transportation Planning Federal Certification Review. Work is performed under administrative review, working with the maximum degree of initiative and judgment.

### **SERIES LEVEL:**

The Director Strategic & Long Range Planning is a stand-alone classification in the Planning Division.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Serves as lead to the TPO Executive Board and Regional Planning Commission in developing comprehensive plans, providing advice and recommendations on transportation policy and project planning and implementation, and managing, and coordinating transportation planning activities, projects, and programs.

More specifically, develops policy and directs preparation and updating of the region's key transportation planning documents of the Federal Metropolitan Transportation Planning Process necessary for the region to receive State and Federal Highway and Transit Administration funding for transportation programs and projects.

These documents include but are not limited to the Unified Planning Work Program (UPWP), long-range Regional Transportation Plan (RTP) which fiscally-constrains over \$6B in Federal investments and Transportation Improvement Program (TIP) which programs over \$40M in federal investments for local agencies, Participation Plan (PP), Performance-based Planning and Programming (PBPP), Federal Transit Administration Program of Projects for designated recipients (i.e. CARTA), and Transportation Performance Management (TPM)/System Performance Reports including but not limited to Highway Safety (PM 1), Highway Maintenance (PM 2), Highway Greenhouse Gas/Carbon Reduction Program (GHG/CPR), and Transit Asset Management (TAM) and Safety, and Air Quality Conformity Determination Report (CDR).

As part of these major documents, establishes the long range planning vision, goals, objectives and policies for multimodal transportation (automobiles, advance technologies, intermodal freight, walking/bike, and public transportation) programs and projects to guide all other federally funded transportation plans, programs, and projects; and develops qualitative and quantitative project evaluation methods and processes to ensure compliance with federal laws and achievable outcomes.

Considers and evaluates strategies and approaches to congestion management, travel demand management, and land use changes affecting the transportation system.

Develops historic and projected transportation revenues and operations and maintenance expenses.

Serves as subject matter expert and leader to other local and state government elected officials and representatives, stakeholder agencies, and acts as a professional liaison to applicable state and federal partners and professional organizations in the field of Metropolitan Transportation Planning.

Advises local officials of Federal and State transportation and air quality regulations. Tracks and maintains federally funded projects for the TPO's 19 jurisdictions in coordination with Tennessee and Georgia Departments of Transportation.

Supervises division staff to include prioritizing and assigning work; conducting performance evaluations; managing annual travel and training budget and ensuring staff is trained.

Ensures that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Provides guidance and training to other directors and division staff to ensure federal compliance on federally-mandated activities.

Directs staff in the preparation of agendas, materials, and presentations for TPO Executive Staff and Board meetings, Interagency Consultation Committee meetings and other applicable committees formed as a part of the TPO process.

Provides guidance and program support to the Chattanooga Area Regional Transportation Authority for compliance with federal mandates and transportation planning legislation.

Directs and monitors the day-to-day division activities and operations which includes maintaining, administering and implementing of standard operating procedures, quality assurance standards, policies, goals, objectives, work plans and workflow; ensuring procedures and equipment meet operational and program performance and ensuring compliance with applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures.

Assists the Planning Administrator in directing the transportation activities of multiple divisions including planning, coordinating, administering and evaluating programs, projects, processes, procedures, goals, objectives, systems, standards, strategic planning; ensures compliance with Federal, State and Local laws, regulations, codes.

Collaborates and confers with internal staff, external agencies, community organizations, citizens and/or other interested parties in executing the department's goals, objectives and strategies.

Prepares and evaluates specifications, scopes of work and requests for proposal for new projects; negotiates related contracts and change orders.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials, Boards, Commissions, the general public and/or other interested parties to coordinate work activities, exchange information and resolve problems.

Applies for and manages Federal grants, ensuring projects comply with applicable grant guidelines, procedures and policies.

Directs the preparation and administration of projects which includes defining specifications; soliciting bids; selecting consultants and vendors; overseeing and monitoring project progress; reviewing project reports; giving public presentations; forming and organizing committees and chairing public meetings.

Provides technical guidance and expertise to developers, contractors, property owners and the general public regarding transportation projects; responds to related questions and requests for information.

Reviews proposals and transportation plan designs for compliance with applicable regulations and makes recommendations based on analysis; develops plans to illustrate recommendations and attends meetings to review projects.

Administers funding contracts and grants, monitoring expenditures and performance and preparing required progress reports for funding agencies; assists in the preparation of the annual audit report.

Develops and facilitates community education and outreach programs.

Organizes, coordinates and facilitates public meetings.

Participates in forecasting, preparing and administering section budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Develops data collection plans and directs data collection programs.

Directs and reviews the analysis of a variety of data and information; formulates recommendations based on findings; manages priorities, work processes and procedures; ensures adherence and compatibility with organizational goals, objectives and strategic initiatives.

Directs, reviews and participates in the development of a variety of reports, work papers, communications, schedules and/or other related documents to and from internal departments, governmental entities, external agencies, contractors and/or other interested parties.

Compiles and monitors operational, administrative and statistical data related to transportation planning operations and regulatory requirements; prepares related reports, procedures and documentation.

Maintains technical training and awareness of necessary software programs including but not limited to Geographic Information Systems.

Provides technical expertise and guidance to contractors, ensuring compliance with applicable contract terms and conditions and authorizing contractor payments.

Represents the TPO, City, County, and/or the Department at a variety of internal and/or external meetings, national professional associations, public events and training sessions, on committees and/or other related events in order to receive and/or convey information.

Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

#### DEPARTMENT SPECIFIC DUTIES (if any):

Advises City and County mayors' offices and surrounding jurisdictions on federal transportation legislation, eligibility for federal transportation funding programs, compliance with the required long-range Regional Transportation Plan, and development of strategies to meet national Federal Highway and Transit Administration goals; and establish targets and monitor activities to ensure progress towards meeting targets for Highway and Transit performance measures of the mandated Transportation Performance Management program requiring routine preparation of System Performance Reports and the review and adoption by the TPO's Technical Coordinating Committee and Executive Board.

Prepares material and presents works program deliverables to meet the four-year Metropolitan Transportation Planning Federal Certification Review.

#### MINIMUM QUALIFICATIONS:

Bachelor's Degree in Planning, Engineering, Environmental Science or a related field with Master's level course work in the field, supplemented by five (5) years experience that includes transportation planning, project management, federal program compliance and budget development.

#### LICENSING AND CERTIFICATIONS:

Valid Driver's License.

Preferred Certifications: American Institute of Certified Planners (AICP) -or- Professional Engineer (PE)

#### KNOWLEDGE AND SKILLS:

Knowledge of management principles; project management and delivery, transportation planning principles, Geographic Information Systems (GIS), practices, methods and procedures; basic civil engineering principles; environmental law; Manual of Uniform Traffic Control Devices (MUTCD), Highway Capacity Manual contents; National Environmental Policy Act (NEPA); spatial analysis methods; data management principles; policy analysis principles; development review principles; research, data and report presentation techniques; applicable Federal, State and Local laws, ordinances, codes, rules, regulations, policies and procedures; strategic planning principles and practices; research and data analysis techniques; public relations principles and budgeting principles.

Skill in clear communication and respectful demeanor with elected officials, coworkers, business community and public citizens; multitasking, time management, monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; using a computer and related software applications; developing planning models; analyzing engineering drawings, plans, maps, aerial photographs, demographics, land use and census data, travel surveys, marketing data and travel forecasts; developing and administering budgets; reviewing, planning and designing projects; reviewing design and development data and information; coordinating inter-agency activities and projects; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals; responding to changing situations and needs; handling multiple tasks simultaneously; facilitating negotiations and mediations; speaking in public; conducting research; preparing a variety of reports and business correspondence; developing and analyzing community outreach and education programs and communication and interpersonal skills.

#### PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, talking, hearing, seeing and repetitive motions.

#### WORK ENVIRONMENT:

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.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.