

Metropolitan Planning Organization
Program Manager
Traverse City, Michigan

Networks Northwest is seeking a dynamic and creative program planner to manage the region's Metropolitan Planning Organization (MPO). As a member of the Networks Northwest Community Development Department, the Program Manager will work closely with the Traverse Transportation Coordinating Initiative (TTCI) to ensure success of the MPO's transportation plans, objectives, and goals.

The Traverse Transportation Coordinating Initiative MPO was established in October of 2023 and is composed of 12 local units of government, 2 county road commissions, and 1 transportation authority.

If you are an experienced community and transportation planner who excels at program development and management, we want to hear from you!

Program work for this position includes, but is not limited to:

- Provide leadership and act as process manager for planning processes undertaken for the TTCI MPO, to include but not limited to the Unified Work Program, Transportation Improvement Program, and Long-Range Transportation Plan.
- Communicate and coordinate with local transportation agencies, transit agencies, public safety agencies and other agencies and local units of government for the acquisition and management of required data as outlined by the Michigan Department of Transportation.
- Lend expertise and knowledge of transportation planning as necessary for processes outside of the Metropolitan Planning Area.
- Write and manage grants as necessary for the TTCI MPO.
- Maintain webpages and web presence of the TTCI MPO.
- Facilitate discussions at TTCI MPO meetings and MPO processes.
- Prepare presentations, news article, press releases, bulletins and other informational materials as necessary for conveying information to boards, commissions and the public at large.
- Conduct research as required for transportation planning and TTCI MPO activities and processes.

Skills, Qualifications, and Requirements:

- Bachelor's degree in transportation planning, urban or regional planning.
- Previous transportation planning experience.
- Demonstrated experience with the administration and management of grant funding.
- Excellent written and verbal communication skills.
- The ability to facilitate small and large group meetings and reach desired objectives and consensus.
- Previous experience working or directly collaborating with a Metropolitan Planning Organization or like function desired.
- A valid Michigan driver license and the ability to be insured to drive agency vehicles.

- Excellent time management skills with the ability to successfully manage multiple projects simultaneously.
- AICP certification preferred.
- GIS experience/proficiency desired.

Compensation

This is a full-time, Traverse City, Michigan based, salaried position paying \$75,000 - \$80,000 per year. As a Networks Northwest employee this position is entitled to a full benefits package including health, dental, vision, disability and life insurance, generous employer retirement contribution, and paid holiday, vacation, personal and sick time.

How to Apply

Interested candidates: forward cover letter, resume, and short writing sample by 5:00 p.m. on November 17th, to: Rob Carson, Regional Director of Community Development at rob.carson@networksnorthwest.org