

Metropolitan Planning Organization (MPO) Program Manager  
Traverse City, Michigan

Networks Northwest is adding a dynamic and creative Program Planner to its regional Community Development team.

The Position

Responsible for all aspects of management of the Metropolitan Planning Organization, and accompanying duties outlined in the yearly Unified Work Program of the MPO.

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.

Requirements include, at a minimum, a Bachelor's degree in transportation planning, Urban or Regional Planning. A valid Michigan driver's license and the ability to be insured to drive agency vehicles is required. AICP certification and GIS experience/proficiency preferred.

Compensation

This is a full-time exempt position. Salary dependent on Qualifications.

### How to Apply

Interested candidates: forward cover letter, resume, and short writing sample by 5:00 p.m. on October 6, 2023 to: Rob Carson, Regional Director of Community Development at [rob.carson@networksnorthwest.org](mailto:rob.carson@networksnorthwest.org)