

Transportation Planning Manager/TPO Director

Knoxville-Knox County Planning is looking for a creative and dedicated individual to join our leadership team. This senior-level position oversees Planning's Transportation Division, which coordinates long-range transportation planning and programming for Knoxville, Knox County, and constituents of the Knoxville Regional Transportation Planning Organization (TPO). The entire TPO planning area includes all of Knox County and surrounding counties. While the TPO staff makes up one division of Knoxville-Knox County Planning, they also work independently to make recommendations about transportation policy and funding decisions to the broader region through coordination with the TPO's Technical Committee and Executive Board.

About the position:

This position performs work under direction of Planning's Executive Director, though broad discretion is given for managerial, professional, and technical job duties. The successful candidate will have extensive experience preparing multi-modal transportation and environmental protection plans and policies with a regional scope, overseeing the Transportation Planning Work Program, Mobility Plan, Transportation Improvement Program, and air quality planning. S/he will also have experience with managing teams, program design, budgeting, and resource management. The candidate will have excellent communication skills and the ability to work closely with elected and appointed officials and stakeholders that represent a diverse geographic area. The candidate will have extensive knowledge of federal transportation planning regulations and programs.

A regular day in this position might involve checking in on a staff planning project, reviewing grant funding, meeting with local officials about upcoming long-range planning efforts, leading a meeting with state or federal agencies, and preparing for monthly meeting of the TPO committees.

Typical job duties include:

- Communicate with regional, state, and federal representatives about TPO policies and programs.
- Manage planning grants and work program to ensure compliance with federal and state regulations.
- Oversee TPO committee structure, including Executive Board, Technical Committee, and advisory groups.
- Recommend policies and actions to Planning's Executive Director.
- Serve on Planning's leadership team and coordinate the work of the division with other agency divisions.
- Supervise Transportation Planning staff, monitoring short-range and long-range studies and reports and evaluating job performance.
- Oversee work of consultants.
- Prepare transportation portion of Planning's budget and work program.

Minimum requirements:

- Master's degree in urban planning or related field.
- Eight years of experience in project management, supervision of personnel, and working with local government officials and the public.

Preferred requirements:

- Membership in American Institute of Certified Planners (AICP), Professional Engineer (PE) licensure, or certification as a Professional Transportation Planner (PTP).

Salary:

The salary range for this position is \$92,500-\$148,500. Starting salary is dependent on experience.

Working at Knoxville-Knox County Planning:

Knoxville-Knox County Planning staff is made up of 30 planners, technicians, researchers, designers, and support roles, led by an executive director. The agency is housed in an office suite located in downtown Knoxville, overlooking the Tennessee River. The workspace is a recently renovated and contemporary open floor plan, which promotes a positive, collaborative work environment among staff and partners. The agency encourages and provides opportunities for professional development, ongoing education, and continuous improvement. Medical, dental, and vision coverage, life insurance, and retirement match are part of the generous benefits package. Paid leave includes 13 holidays, accrued annual and sick leave, and eight weeks of parental leave.

Living in East Tennessee:

The greater Knoxville area is situated in a valley between the Cumberland and Great Smoky Mountains and has a moderate, four-season climate. Knoxville is the largest city in East Tennessee with a population of 192,000. Located along the banks of the Tennessee River, it is the urban heart of the metropolitan area, which consists of eight counties and has a population of 893,000. Knoxville is home to the flagship campus of the University of Tennessee, with annual enrollment of 30,000 students. Additionally, there are four two-year colleges and nine other four-year universities located in Knox County and the surrounding area. Consistently ranking among the nation's best places to live, raise a family, and own a business, the region has a low cost of living, a workforce that is supported by a diverse economy, many arts and culture amenities, and international recognition as an outdoor adventure destination. It is known for its welcoming residents, eclectic neighborhoods, and vibrant communities. For more information, check out our [Facts and Figures report](#).

How to apply:

Send your resume, cover letter, and three references to:

Tina Piatt
Knoxville-Knox County Planning
Suite 403, 400 Main Street
Knoxville, TN 37902
employment@knoxplanning.org

Review of applicant materials will begin immediately and the position will remain open until filled.

Please note that this position requires a background check. If an offer of employment is made, it will be conditional, dependent on the outcome of a check of criminal history, vehicle driving record, education/professional credentials, and/or credit history.