



Director of Transit Development

Reports to: Executive Director

Classification: Full-Time Regular – Exempt

Salary Range: \$85,000 - \$115,000

Location: Portland, Maine

Purpose:

The Director of Transit Development is charged with leading the agency's transit/paratransit planning, service development, and mobility management activities; coordinates development of the agency's 5-year Capital Improvement Program (CIP); plans, develops, and manages the implementation of transit infrastructure projects; oversees community involvement, communications, and marketing activities.

Essential Functions and Responsibilities:

- Conduct coordination, planning, and technical activities necessary to develop and document the agency's service development plan for traditional transit/paratransit services while integrating innovations in mobility management and emerging service delivery models. This work is done in close coordination with regional long-range transit planning priorities and goals, agency goals, objectives, and diverse community input.
- Conduct complex technical work, including the development of routine and major route changes and service expansions and preparation of effective transit schedule changes in close coordination with operations staff; creates and maintains databases and analytical tools that allow staff to tabulate, analyze and report service statistics, including revenue miles and hours.
- Develop and advance service delivery innovations and provide guidance on integration and deployment of Intelligent Transportation Systems (ITS); prepare scopes of work for internal or contracted mobility services.
- Research, analyze and apply demographic, land use conditions, and mobility trends to the analysis of transit service needs and improvement plans; establish and maintain the agency's Geographic Information System (GIS) program in coordination with municipal and regional resources; conduct complex analysis of transit ridership and system performance trends and prepare sound ridership estimates for service change and expansion proposals.
- Lead the development of the annual five-year Capital Improvement Program (CIP) for the agency, collaborating with partner department staff, based on the agency's goals and objectives, regional transit priorities, and coordination with appropriate staff and Board of Directors.
- Proactively seek funding opportunities for future studies, projects, and services that directly support established agency goals and regional transit priorities. Develop and submit federal and state grant applications while coordinating review and submittal with appropriate agency, regional, state, and federal partners. Coordinate with agency staff to ensure routine reports on grant status are completed and submitted on schedule.



- Directly manage assigned CIP projects: includes the planning, design, and engineering of approved projects; coordinates project development efforts with state, regional, and local agencies as needed; directs and coordinates any required environmental impact assessments, associated documentation, and monitoring programs during design, construction and operations; provides planning and design support and coordination for projects in final design and construction.
- May direct major FTA transit capital projects through Alternatives Analysis, Environmental Impact Statements, and Preliminary Engineering and prepares all supporting documentation for the Capital Investment Grants (formerly Small Starts/New Starts) funding process and/or other supporting grant programs. *As of the creation of this position, the agency anticipates two major projects, including a new or rebuilt operations facility and one or more Bus Rapid Transit projects.*
- Represent Metro on regional planning/governance committees, establish and maintain positive and productive relationships with municipal, regional, and state planning and economic development entities to coordinate transit-related development and service innovation opportunities. Participate in municipal, regional, and state transit/transportation studies and task forces.
- Proactively engage with the private development community to facilitate coordination with regional transit development priorities and goals; advocate for transit-supportive land use and development decisions; develop innovative public-private partnerships that lead to transit-supportive construction projects and improved levels of service.
- Assist (and backup) the Executive Director in representing Metro at meetings with representatives of local, regional, and state business organizations, special interest groups, and governmental agencies; assist with the preparation and conduct of effective presentations that communicate agency projects, services, and transit development goals; work toward the development of effective strategic partnerships and broadening of policy consensus on regional public transit goals.
- Oversee the development and implementation of effective and equitable public involvement programs and methods that ensure the needs of residents, businesses, and stakeholders most impacted by Metro's services are appropriately considered in decision-making. Oversee the triennial update of the agency's Title VI program and work with staff and partners as required to ensure effective implementation.
- Oversee development and implementation of innovative marketing campaigns and communications on behalf of the agency, including developing an overall communications strategy to increase positive public awareness of Metro and public transit generally.
- Oversee the creation and production of effective public transit information materials, including brochures, route maps, signs, and web/digital platforms in alignment with brand standards and marketing goals.
- Serve as a senior management team member and work positively and collaboratively with all colleagues to advance the agency's goals and objectives.



- Manage direct reports, including monitoring performance and attendance and executing employee recognition, commendation, and discipline. Organize, facilitate and encourage exemplary internal and external customer service, open communication, collaboration, participation, and professional development of staff. Provide a positive work environment based on mutual respect, professionalism, and support.
- Develop and implement standards and strategies to meet or exceed organization, department, and staff performance goals and objectives, monitor results, recognize accomplishments, and oversee continuous improvement.
- Supervise consultants and/or related project contractors' work and work products, ensuring quality work products and timelines are met.
- Make regular presentations to Metro's Board of Directors and various committees.
- Prepare and manage the department's annual budget as well as budgets for specific projects.
- Complete special projects and other duties as assigned.

Essential Aptitudes, Skills, and Abilities

- Thorough knowledge of the principles and practices of transit/transportation planning, service development, project management, and federal transit grant requirements and administration.
- Strong interpersonal skills with the ability to work productively/positively with colleagues at all levels.
- Demonstrated ability to conduct oneself with a high degree of professionalism, tact, and diplomacy.
- Strong negotiation and conflict resolution skills.
- Strong critical thinking, analytical and problem-solving skills; must confront challenges with realism but have a positive and forward-thinking mindset aimed at constructive solutions to problems.
- Excellent organizational skills including attention to detail, time management, a proven ability to meet deadlines, and the ability to prioritize tasks and to delegate/outsource when appropriate.
- Excellent verbal and written communication skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Proficient with Microsoft Office Suite or related software; demonstrated proficiency with GIS mapping applications; experience with transit planning/scheduling software applications.

Minimum Requirements:

- A Bachelor's Degree in transit/transportation planning, urban planning, civil or environmental engineering, or a related field. A Master's Degree is preferred.
- Possess at least 8 years of progressively responsible experience in transportation/transit planning or project management in a transportation environment, and possess at least 4 years of supervisory/management level experience. A certification in planning and/or project management is desirable.



Minimum Physical Requirements

- Frequently stand and walk;
- Frequently lift 25 pounds;
- Frequently push and pull objects;
- Frequently flex upper trunk forward, partial flexing of the knee;
- Frequently reach above, at, or below shoulder height;
- Continuously talk, see and hear

The aforementioned duties are typical for this position and not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.