

**South Central Region Council of Governments (SCRCOG)  
Job Description**

Job Title	<b>Project Manager</b>
Department	Transportation
Category	Full-Time
FSLA	Exempt
Pay Grade	
Report to:	Executive Director and Deputy Director/Director of Transportation Planning
Supervises:	

**Position Summary/Purpose:**

The Project Manager for the SCRCOG is responsible for overseeing and managing specific transportation planning projects within the region. This position requires an understanding of project management, stakeholder engagement, and transportation planning principles. The Project Manager works closely with federal, state, and local agencies, as well as other stakeholders, to ensure that projects are completed on time, within budget, and in accordance with applicable regulations and best practices.

**Essential Job Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- **Project Management:** Develop, implement, and manage transportation planning projects, ensuring they are delivered on time, within scope, and budget. Prepare schedules and status reports of various projects for staff.
- **Stakeholder Engagement:** Establish and maintain strong working relationships with federal, state, and local agencies, elected officials, community groups, and the public to facilitate collaboration and ensure diverse perspectives are considered in transportation planning projects.
- **Technical Expertise:** Provide technical guidance and support to SCRCOG staff, member agencies, and other stakeholders on transportation planning and project management issues.
- **Project Coordination:** Coordinate with other SCRCOG departments and programs, such as GIS, modeling, and environmental planning, to ensure a comprehensive and integrated approach to transportation planning projects.
- **Grant Management:** Identify, apply for, and manage grants related to transportation planning projects, ensuring compliance with grant requirements and reporting.
- **Policy Analysis and Development:** Research, analyze, and develop policies and recommendations related to transportation planning and project management, addressing issues such as land use, multimodal transportation, sustainability, and equity.

- Performance Measurement and Monitoring: Establish and track performance measures to evaluate the effectiveness of transportation projects, and to support data-driven decision-making.
- Budget Management: Assist in the development and management of project budgets ensuring the efficient allocation of resources and compliance with applicable financial regulations.
- Reporting and Documentation: Prepare and present reports, technical documents, and other materials to inform decision-makers, stakeholders, and the public about project progress, findings, and recommendations.
- Compliance: Ensure that transportation planning projects adhere to federal, state, and local regulations, as well as SCRCOG policies and procedures.

### **Other Functions:**

- Performs similar or related work as required, directed or as the situation dictates.
- Assists other SCRCOG departments, such as Regional Planning and Regional Services.
- Attends various SCRCOG-related meetings with municipal, state, and federal entities and citizens.
- A willingness to attend conferences, workshops, and training sessions to enhance knowledge, build skills, and further develop planning talents. (SCRCOG will be willing to pay associated costs of attendance when appropriate)

### **Minimum Required Qualifications:**

#### **Education, Training and Experience:**

To be considered, applicants must have a bachelor's degree from an accredited university in urban or regional planning, public administration, public policy, political science or a related field, and a minimum of 1-3 years of professional experience ideally in a planning-related organization; or any equivalent combination of education, training, and work experience.

#### **Special Requirements:**

Must have and maintain: Valid CT Driver's License

### **Knowledge, Ability and Skill:**

- Principles and practices of planning include an understanding of key current transportation, land use, and environmental, related planning concepts.
- Knowledge of Connecticut municipal operations
- Research methods and analysis
- Project development, implementation, and management.
- Foundations of Geographic Information Systems utilization for planning purposes.
- Research and analyze current trends in transportation planning and services.

- Communicate clearly and effectively orally and in writing, including the editing, oversight, or preparation of technical reports, and the presentation of information.
- Coordinate and facilitate meetings both in person and hybrid.
- Establish and maintain effective working relationships with SCRCOG Board, staff, municipal leaders, federal and state agencies, and other community stakeholders.
- Organize, coordinate, and prioritize multiple project assignments.

**Job Environment:**

Office work is performed in a moderately quiet office. May visit towns for public participation meetings.

Requires the operation of a vehicle, the operation of telephones, computers including an advanced GIS program, copiers, facsimile machines, and other standard office equipment.

Makes constant and periodic contact with Regional, State and Federal agencies, departments and organizations; municipal departments and staff, residents, developers, attorneys, commission members, engineers, surveyors, architects, archaeologists, and the general public. Communication is frequently in person, by telephone, fax, email, and in writing. Contacts require confident, tactful presence and calm demeanor.

Errors in judgment or omissions could result in delay in service, injury to self, rework and legal ramifications and potential liability.

**Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-Driving		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing			X	
Using hands/fingers to handle/feel/type				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Smelling	X			
Bending, pulling, pushing -filing		X		

#### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

#### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

#### Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*