

## **HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION**

### **PUBLIC INVOLVEMENT AND COMMUNITY OUTREACH MANAGER**

The Hampton Roads Planning District Commission (HRPDC), which provides staffing for the Hampton Roads Transportation Planning Organization (HRTPO), is seeking a candidate for the above referenced position. Complete position description can be found below. The HRTPO is the intergovernmental transportation planning body for thirteen jurisdictions in the Hampton Roads area of Virginia and represents over 1.6 million people.

Starting salary range is \$60,000-\$90,000, DOQ. Qualified applicants must be a U.S. citizen or a permanent resident. Send cover letter and resume to the HRPDC, 723 Woodlake Drive, Chesapeake, Virginia 23320, or via email to: Dwight Farmer, Executive Director/Secretary, HRMPO/HRPDC, [dfarmer@hrpdcva.gov](mailto:dfarmer@hrpdcva.gov). EOE.

This position is open from May 25, 2010 through June 25, 2010.

#### **GENERAL DEFINITION OF WORK**

The Public Involvement and Community Outreach Manager coordinates and implements public outreach activities to engage the general public and key business stakeholders to enhance and improve the work of the Hampton Roads Transportation Planning Organization (HRTPO). Primary responsibilities include implementation of outreach strategies and activities included in the 2009 HRTPO Public Participation Plan. Additional activities should be directed to design, development and implementation of a civic engagement process, programs, and projects to support the mission of the HRTPO. Also included is the implementation of the Environmental Justice and Title VI requirements as they relate to the HRTPO. Must perform complex professional and administrative work under the general supervision of the HRTPO Deputy Executive Director. Preference will be given to candidates with knowledge of transportation planning, programming and all federal requirements related to Title VI, Environmental Justice, and Limited English Proficiency.

#### **TYPICAL TASKS**

- Cultivate and maintain a broad range of working relationships with local, state and federal government and transit agency staffs, civic leagues, other community-related organizations, and organizations that serve traditionally underserved populations.
- Develop and implement specific outreach processes that are tailored to maximize the involvement of unique Hampton Roads populations.
- Manage, periodically evaluate, and seek to continually improve HRTPO's Title VI, Environmental Justice, and Limited English Proficiency programs. This task includes knowledge of all federal requirements as they relate to the HRTPO.
- Coordinate with HRTPO transportation engineers and planners to provide timely and accurate information about the agency's plans and programs, in writing or during public-speaking engagements.

- Monitor, evaluate, and revise programs to maximize civic engagement and public involvement.
- Develop and facilitate civic engagement activities for the HRTPO, including efforts to provide information to and engage traditionally underrepresented populations in HRTPO's transportation planning and programming processes.
- Research the latest and best practices in civic engagement.
- Provide staff support for the HRTPO Citizen Transportation Advisory Committee (CTAC).
- Work with HRPDC/HRTPO staff to develop materials and programs used to educate and train staff about their responsibilities under the HRTPO's Title VI, Environmental Justice, and Limited English Proficiency programs; evaluate, monitor, and recommend changes to such materials and programs to ensure individuals are proficiently trained on these issues.
- Provide staff support for contracts and cooperative agreements, as required, to gauge public opinion and engage area residents in HRTPO plans, programs, and activities.

## **KNOWLEDGE, SKILLS, AND ABILITY**

The position requires a highly motivated individual, available for more than a normal work day. The Public Involvement and Community Outreach Manager must possess strong interpersonal skills with which to develop close coordination with all the HRTPO/HRPDC staff and to facilitate the exercise of effective supervision when required. Must possess knowledge of transportation planning and programming requirements. Excellent oral and written communication skills and knowledge of electronic communications capabilities are required. Must be able to conduct oneself in a professional manner and work cooperatively with co-workers, supervisors, localities, and the general public. Must be able to follow supervisors' instructions, and HRPDC rules and regulations. Must be appropriately respectful of the rights of others in the workplace. Regular attendance is an essential function of this position, as is the ability to work under stressful conditions.

## **EDUCATION AND EXPERIENCE**

A Bachelor/Masters degree in a Planning or Communications discipline such as Public Involvement, Public Outreach, Public Affairs, Public Administration, Sociology, Urban Planning, or Government with demonstrated communications skills. .

A minimum of ten (10) years of progressively responsible experience in urban or transportation planning, civic engagement, and communications, preferably with a public service agency. Preferred candidate should have the following:

1. Prior experience working with an MPO in managing Public Participation Plans and Title VI programs.
2. Knowledge of applicable Federal regulations relative to Title VI, Public Involvement, Environmental Justice, and Limited English Proficiency.
3. Knowledge of certification review requirements.
4. Ability to work with populations of all races, ethnicities, and income levels.
5. Experience in civic engagement and/or leadership and management skills in community building.
6. Experience with public speaking and making presentations in a public forum and corporate/governing bodies.