

**Capital Improvement Program Manager - Transit Enhancement Program – Austin Transportation  
Department**

**City of Austin, Texas**

<http://www.austincityjobs.org/postings/75980>

The City of Austin is a progressive, dynamic, full-service municipal organization operating under the Council-Manager form of government. The City Council is responsible for appointment of the City Manager, who is the Chief Administrative and Executive Officer of the City, City Clerk, City Auditor, Municipal Court Judges and the Municipal Court Clerk. The Mayor, City Council and City Manager of Austin are committed to their mission of delivering the highest quality services in the most cost-effective manner. The organization's vision is to make Austin the most livable city in the country and the City Manager's resolve is to make it the best-managed city in the country.

The Austin Transportation Department's (ATD) Transportation Engineering Division has an opening for full-time Program Manager to plan, design and advance to implementation a wide range of projects and programs to maintain and improve transit speed and reliability.

The Program Manager will provide technical input, and strategic direction to multiple work teams including external stakeholders, partner agencies, etc., to successfully deliver high-need, time-critical projects; develop vision and implementation framework for the program.

Transit speed and reliability projects and programs may include queue jumps; bus stops; transit signal priority; bus stop placement optimization; level or near-level boarding; off-board fare collection; transit priority lanes; dedicated bus lanes and running ways; and safety improvements. This position will develop clear and compelling business cases that effectively build support and approval for funding and implementing these projects and programs.

This position will serve as the primary point of contact for ATD with Capital Metro Transportation Authority (Capital Metro) staff through the Transit Priority Working Group and other related policy and program groups, to manage transit speed and reliability projects and programs; maintain project schedules, budgets, report progress; prepare task orders, and provide management and oversight of consultants assisting with transit speed and reliability projects and programs. This position will also interface with ATD and Capital Metro on other transit-related projects and programs, including Quiet Zones.

This position will also update and brief City staff and Council Members on projects and programs and Capital Metro Board and Committee meeting agenda items.

**Preferred Qualifications:**

This position requires working in a deadline-focused environment, balancing multiple projects and addressing changing priorities while providing leadership, supervision, guidance, and direction for the implementation of the Transportation requirements of the Land Development Code. Highly qualified candidates will possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that they can perform the essential

functions of the job. At a minimum, qualified candidates will possess the following specific knowledge, skills and abilities:

- A minimum of 10 years of demonstrated progressive experience working in a governmental environment in a transportation-related capacity, or in a private capacity with experience interacting with governmental entities.
- Extensive knowledge of the principles, concepts and theories of transportation demand management, multimodal transportation, and the correlation between transportation and land use.
- Experience with the major tenets of the City of Austin land development process, well developed knowledge of land use and transportation planning elements of the Land Development Code, and corresponding technical criteria manuals.
- Extensive experience preparing and/or analyzing technical analysis, executive summaries, policies and interpretations of complex issues and documents.
- Extensive experience delivering innovative, responsive value-added solutions utilizing collaborative practices in ways that promote integrity, efficient use of government resources and effective risk management.
- Experience working in public/private interactions and negotiations developing transportation solutions to respond to community growth and sustainability needs.
- The ability to exercise good judgment, tact and diplomacy in all dealings and maintain confidentiality as required. Experience demonstrating a high level of mediation and negotiating skills
- Experience preparing and making presentations to city councils, public boards and commissions, the general public, executive management and other stakeholders, or similar.
- Minimum of three (3) years of experience in a supervisory or management capacity leading professional staff including coaching, evaluations and providing professional feedback.
- Knowledge of real estate development principles and practices.
- Have, or demonstrate the ability to acquire and maintain, a Class C Texas driver's license.

#### **Minimum Qualifications:**

This position requires graduation with a Bachelor's degree from an accredited college or university with major course work in a field related to Business Administration, Public Administration, Finance, Planning, or a field related to the job, plus five (5) years of experience conducting activities related to capital budgeting or planning initiatives two (2) of which were in a lead or /supervisory capacity.

A Master's degree in a field related to Business Administration, Public Administration or related field plus three (3) years of experience Two (2) of which were in a lead or supervisory capacity may substitute for the required education and experience.

#### **To be considered for this position, candidates must apply online at:**

<http://www.austincityjobs.org/postings/75980>

Please review additional postings with Austin Transportation.

The City of Austin has excellent benefits and provides an exceptional retirement system as well as a 457 plan for its employees.

**About Austin, Texas**

Austin has long been known as a technologically advanced city, a place where new ideas go to be tested and adopted. Austin has enjoyed a robust and diverse economy for the past 10 years, with economic indicators regularly exceeding national averages. Austin metropolitan area is one of the fastest growing in the country, with a 2.9 percent increase in population in 2016. Austin, Texas has a population of 926,000, making it the 11th largest city in the country. One of the country's most popular, high-profile "green" and culturally dynamic cities, Austin was selected as the #1 Best Places to Live (US News and World Report 4/2017), # 5 Top 25 Future-Ready US Cities (Convention Management Association Convene Magazine, 2/2016), "Best City for the Next Decade" (Kiplinger), the "Best Places to Live in the US" (US News), the "Top Creative Center" in the US (Entrepreneur.com) and #1 on the "On Numbers Economic Index" as the fastest growing economy.

EOE - City of Austin is committed to compliance with the American Disabilities Act