
Location:	Chesapeake, VA – Hampton Roads (Southeastern Virginia)
Classification:	Full-time, 40 hours per week; Exempt FLSA status
Salary:	Starting salary range of \$47,000-\$53,000 annually, DOE/DOQ; Full Benefits
Closing Date:	March 30, 2018; resumes reviewed on an ongoing basis

About the HRTPO

Federal regulations require that urbanized areas throughout the United States have a Metropolitan Planning Organization (MPO) to conduct a continuing, cooperative and comprehensive transportation planning process. Urbanized areas are defined as areas with a population of 200,000 or greater, known as Transportation Management Areas (TMA). The Hampton Roads Transportation Planning Organization (HRTPO) serves as the Metropolitan Planning Organization (MPO) for the Hampton Roads region of Virginia and serves over 1.7 million people in 15 jurisdictions. The HRTPO is responsible for transportation planning and programming in the Hampton Roads region and serves as a resource of technical expertise to its member local governments. For more information on the HRTPO, visit www.hrtpo.org.

The Position

The Hampton Roads Transportation Planning Organization (HRTPO) is seeking a candidate for a Transportation Analyst. The Transportation Analyst will perform routine professional work in the analysis of transportation funding and legislation. In addition, the successful candidate will be involved in other assignments in the areas of transportation planning and programming, including transportation finance and a variety of transportation studies. This position requires the ability to work well with stakeholders, as well as professional and support staff. In addition, excellent communication and time management skills, including the ability to interpret and clearly communicate technical analyses via written reports and presentations (Excel, Word, Access, PowerPoint, etc.), are required. Regular attendance is an essential requirement of this position.

The Candidate

The ideal candidate will have:

- Knowledge of the theories, principles, and techniques of transportation planning
- Knowledge of federal and state transportation regulations.
- The ability to interpret and clearly communicate technical analyses via written reports and presentations; excellent writing skills
- Highly developed verbal, listening, communication and interpersonal skills with ability to think critically
- Experience in ESRI ARC/GIS
- The ability to work well with stakeholders, planning professionals and agency staff to develop positive, successful working relationships
- Strong quantitative abilities
- The ability to work effectively as part of a team and thrive in a fast-paced environment
- The ability to follow a supervisor's instructions & work both independently collaboratively on multiple projects
- The ability to appropriately manage time to meet deadlines; strong attention to detail, follow-through and organization.
- A strong interest and/or experience in transportation planning
- Knowledge of and experience in transit, rail and non-highway modes of transportation is desirable
- Qualified applicants must be authorized to work in the U.S. without employer sponsorship

Education & Experience

- Master's degree in Civil Engineering or Urban Planning with a transportation focus
- Bachelor's degree with 3-4 years of progressively responsible experience in local, regional or state transportation planning will be considered in lieu of a Master's degree.
- Extra consideration to candidates with demonstrated knowledge of ARC/GIS.
- Any combination of education and experience that would provide the applicant with the desired skills, knowledge & ability to perform the job.



To Apply

- To be considered, applicants must submit a cover letter and resume.
- The HRTPO is an equal opportunity employer.
- Completed materials can be emailed to karledge@hrpdcva.gov, faxed to 757-523-4881, or mailed to:
Kelli E. Arledge
Human Resources Administrator
HRPDC/HRTPO
723 Woodlake Drive,
Chesapeake, VA 23320

About Hampton Roads

The Hampton Roads area is located in southeastern Virginia where the Atlantic Ocean meets the Chesapeake Bay. The region's land area covers approximately 2,907 square miles and includes an extensive system of waterways including the Intercoastal Waterway and the James, York, Nansemond and Elizabeth Rivers. Hampton Roads is rich in cultural treasures, reflecting the diversity of its communities and a variety of annual festivals celebrate the heritage of the region. History, music, drama, and art can also be found in a multitude of theaters and museums in the area. Norfolk is recognized as the Arts capital of Virginia, and is the home city for the Virginia Symphony, Virginia Ballet, Virginia Opera and the Commonwealth Theatre Company. The NorVa Theater, a downtown concert venue, offers concerts featuring national touring acts and well-known artists. The City of Virginia Beach is the number one vacation destination in Virginia. The City's three-mile boardwalk is only part of what makes the City so attractive to locals and visitors alike. From Croatan Beach to the south all the way to the North End beaches of the City, Virginia Beach reveals its vibrancy and laid back beach vibe, all wrapped up in a sprawling, park-like setting. Williamsburg and James City County offer a wide range of activities and historic destinations; whether it is Williamsburg and the Colonial Capital or Busch Gardens Amusement park. Facilities located along the James and York Rivers offer a variety of activities that include boating, fishing, camping, biking, and tennis. There are hundreds of parks and campgrounds throughout the area.

Benefits

The HRTPO provides a complete package of benefits as part of your compensation package. Benefits for full-time employees include:

- Medical
- Dental
- Vision
- Life Insurance
- Virginia Retirement System with Associated Benefits
- Paid Time Off
- Paid Holidays
- Family Medical Leave
- Bereavement Leave
- Civil Leave
- Military Leave
- Flexible Work Schedules
- Flexible Spending Accounts
- Professional Development Opportunities