

<b>Location:</b>	<b>Chesapeake, VA – Hampton Roads Region (Southeastern Virginia)</b>
<b>Classification:</b>	<b>Full-Time, FLSA Exempt Status</b>
<b>Starting Salary Range:</b>	<b>\$150,000 DOE/DOQ; Full Benefits</b>
<b>Closing Date:</b>	<b>Open Until Filled; Resumes Reviewed on an Ongoing Basis</b>

The Hampton Roads Transportation Accountability Commission (“HRTAC”) is seeking a highly skilled and motivated Deputy Director to join our team.

## About HRTAC

HRTAC is a political subdivision of the Commonwealth of Virginia (the “Commonwealth”) created pursuant to the Code of Virginia, and empowered to: finance and construct highway, bridge and tunnel projects in Planning District 23 of the Commonwealth; impose and collect tolls on high-occupancy toll lanes; and manage the Hampton Roads Transportation Fund and Hampton Roads Regional Transit Fund and related programs and projects.

## The Position

HRTAC is seeking a Deputy Director to support the Executive Director in overseeing and managing its organization's operations, programs, and strategic initiatives. The Deputy Director assists with strategic planning, program development, and the overall management of internal and external relationships. As a member of the executive team, the Deputy Director will work closely with the Executive Director and the Chief Financial Officer to execute a broad spectrum of responsibilities including short- and long-range planning for capital projects, support debt financing, budgeting, programmatic accounting, and contract oversight/administration of projects. HRTAC's six-year program of projects will deliver \$7.56 billion in HRTAC funded projects by 2031, with \$5.33 billion currently under construction. The Commission will be responsible for tolling collection and operation of the Hampton Roads Express Lanes no later than the completion of the Hampton Roads Bridge Tunnel Project. HRTAC has dedicated revenue streams for the regional highway and the regional transit programs that support its mission.

The Deputy Director plays a critical role in policy development, ensuring accurate and efficient program processes by establishing goals, objectives, policies, and procedures in consultation with the Executive Director. Monitoring industry trends, methodologies, and technology, as well as advising on programmatic matters, further underscores the Deputy Director's multifaceted responsibilities. Through proactive administrative oversight and strategic decision-making, the Deputy Director reinforces the Commission's commitment to regional highway, transit, and high-occupancy toll lane transportation excellence and sustainable programmatic practices.

## The Ideal Candidate

HRTAC is seeking a motivated Deputy Director with a proven track record of success in managing complex program development and operations; a candidate that sees not only the big picture but helps shape its programs and future tolling operations through creative solutions and innovative approaches. The Deputy Director should be accessible to management, staff and stakeholders alike. The ideal candidate will have:

- A solid understanding of federal, state and local policies governing political subdivisions of the Commonwealth as well as thorough knowledge of public financing of large-scale infrastructure projects, toll collection and operations, and general governmental and program accountability.
- Strong leadership, strategic thinking and problem-solving skills with the ability to plan, assign and coordinate the work of internal and contracted staff.
- A keen eye for detail and the drive for accuracy and quality.
- Excellent interpersonal skills with the ability to collaborate effectively within a team and communicate a variety of technical and policy concepts.
- Exceptional time management and organizational skills, complemented by strong written and verbal communication abilities.
- The ability to exercise independent judgment, discretion, and confidentiality.
- A strong understanding of program planning and development, project management, and program accountability.

## Education & Experience

The following provide a strong foundation for this position:

- Graduation from an accredited college or university with a degree in public administration, public finance, or a related applicable field.
- Considerable professional experience in the public sector field of transportation, financing, and program development is preferred.
- A combination of education and experience with skills, knowledge, and abilities to excel in this role..

## Benefits

HRTAC provides a comprehensive benefits package for full-time employees, including:

- Medical/Dental/Vision coverage
- Life Insurance
- Virginia Retirement System with associated benefits
- Generous Paid Time Off and Holidays
- Family Medical Leave
- Telework policy for qualifying employees
- Professional Development Opportunities

## To Apply

Please submit a resume and cover letter outlining relevant experience and qualifications (**applications without a cover letter will not be considered**). Completed materials can be submitted via:

Email: [karledge@hrpdcva.gov](mailto:karledge@hrpdcva.gov)  
 Mail: Kelli E. Arledge  
 HRTAC Human Resources Officer  
 723 Woodlake Drive  
 Chesapeake, VA 23320

## Physical Requirements and Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of the position in the noted job title.

Physical Requirements:	Work is typically sedentary requiring the exertion of up to 15 pounds of force, and a negligible amount of force frequently to move objects. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard. Must be able to operate a variety of automated office machines, which include a computer and ability to use industry standard computer hardware and software for the execution of daily tasks. Occasional walking to and from offices, intermittent stooping and bending at files and lifting of items. Ability to coordinate and attend a variety of meetings.
Working Environment:	Most work is typically performed in a climate-controlled office environment.
Writing Ability:	Work requires the ability to write reports, summaries, letters, and correspondence.
Reading Ability:	Requires the ability to read technical documents, federal, state, and local regulations and manuals, grants, correspondence, and other documentation.

Numerical Aptitude:	Requires the ability to utilize complex mathematical formulas.
Sensory Requirements:	Normal visual acuity, field of vision, speaking, color perception and depth perception.
Mental Requirements:	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional nature and formulates important recommendations or makes technical decisions that have an organization-wide impact. Performs work involving the application of principles of logical thinking and administrative, professional, and budgetary practices to diagnose or define problems, collect data and solve abstract problems with widespread impact; requires sustained, intense concentration for accurate results.
Interpersonal Temperament:	Position requires flexibility. Must be able to give, receive and follow instructions and follow HRTAC rules and regulations; must be appropriately respectful of the rights of others in the workplace. Must have the ability to work under various levels of stress. Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Additional Requirements:	An acceptable general background check to include a local and state criminal history check; a valid driver's license with an acceptable driving record. May be required to drive personal vehicle to work activities with mileage reimbursement. Must be able to travel as needed and may be required to work beyond a normal schedule to meet the needs of the organization.
EOE and ADA Compliance:	HRTAC is an Equal Opportunity Employer. ADA requires HRTAC to provide reasonable accommodation to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations with management.
E-Verify	Candidates must have legal authorization to work in the United States without employer sponsorship. HRTAC participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.
Drug/Alcohol Policy	HRTAC maintains a drug and alcohol-free workplace. Employees who violate this policy are subject to disciplinary action, up to and including termination.

### About Hampton Roads

Situated in southeastern Virginia, Hampton Roads is home to 1.7 million residents. With one of the world's largest natural harbors, the region is an ideal location for tourism, trade, and the military. With numerous waterways, including the Intercoastal Waterway and the James, York, Nansemond, and Elizabeth Rivers, the area offers a wide range of outdoor activities. Hampton Roads is also rich in historic and cultural treasures, celebrating heritage festivals year-round. History, music, drama, and art are woven into the fabric of the region. The Virginia Symphony, Virginia Ballet, Virginia Opera, and the Commonwealth Theatre Company call Norfolk home. Virginia Beach, known for its miles of beautiful public beaches, is Virginia's premier vacation destination. Localities on the Peninsula offer many activities and historic destinations, including Busch Gardens, Colonial Williamsburg, Jamestown, and Yorktown. The region's rural areas provide tranquil and picturesque settings, with numerous parks, campgrounds, and trails for outdoor enthusiasts. Come join us!