

## **Planning Program Manager**

Organization: Tri-County Regional Planning Commission

Location: 456 Fulton Street, Suite 401, Peoria, IL 61602

Position Type: Full-Time

Salary Range: \$88,340 to \$127,000

### **General Description**

Tri-County Regional Planning Commission (TCRPC) serves Peoria, Tazewell, and Woodford Counties in central Illinois. The Commission works to understand regional needs and conditions and to develop strategies that enhance the region's communities. Within the Peoria-Pekin Urbanized Area, TCRPC serves as the Metropolitan Planning Organization (MPO).

Tri-County seeks a Planning Program Manager to provide supervisory, administrative, and technical leadership for the organization. As a member of the Executive Management Team, this position assists the Executive Director and supervises professional planning and GIS staff, as well as interns. The Planning Program Manager leads the development and implementation of programs, projects, and budgets, and may act on behalf of the Executive Director as needed.

### **Essential Job Functions**

#### Program Management and Leadership

- Provide leadership and direction for agency planning programs, including development and implementation of short- and long-range initiatives aligned with Commission goals and objectives
- Plan, supervise, and evaluate the activities and performance of planning and GIS staff, interns, and consultants
- Conduct performance evaluations in coordination with the Executive Director and support staff development through coaching and mentoring
- Lead in developing the Unified Planning Work Program (UPWP) and assist with work program budget
- Coordinate with the Executive Director and staff to analyze work programs and revenue to support recommended staffing levels
- Apply project management principles to develop scopes of work, including budget estimates, schedule, and staffing levels
- Identify funding opportunities and prepare grant applications to support Commission goals and objectives
- Serve as project manager for complex projects and programs as needed

## Program Oversight and Compliance

- Oversee development, maintenance, and implementation of the Long-Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP)
- Support performance-based planning, including target setting and reporting
- Ensure compliance with applicable federal and state regulations, including 23 CFR part 450
- Coordinate with federal, state, and local partners on transportation planning and programming activities
- Oversee Commission's policies and procedures, specifically the procurement policy, to ensure compliance with state and federal requirements
- Ensure that planning programs and projects operate within contractual, regulatory, and budgetary constraints.
- Scope and review technical work prepared by consultants and partner agencies
- Monitor emerging federal and state legislation, policies, and best practices affecting transportation, land use, environment, community development, and other related planning areas.

## Coordination and Public Engagement

- Communicate and collaborate with policymakers, partner agencies, stakeholders, and the public
- Participate in intergovernmental committees and working groups
- Advise Commissioners on transportation and public policy issues
- Provide staff support to Commission, Technical Committee, and other related boards and committees
- Prepare and present reports, plans, and technical information to the Commission, Technical Committee, other related boards and committees, and the public
- Develop and oversee robust public outreach for planning projects and programs
- Respond to the most sensitive or complex inquiries or complaints

## Other Job Functions

- Perform other related duties as assigned

## **Education & Experience**

### Minimum Qualifications

- Bachelor's degree in public administration, urban or regional planning or related field such as geography, economics, political science, or environmental studies.
- Five years of progressively responsible experience in planning or public administration
- At least four years of project management and/or supervision must be included in the five years of experience

## Preferred Qualifications

- Master's degree in public administration, planning or related field
- Direct experience with MPO processes and federally funded transportation programs

## **Knowledge and Abilities**

### Knowledge of:

- Supervisory principles and public sector employment practices
- Strong understanding of MPO processes, including LRTP, TIP, UPWP, and other related activities
- Federal and state transportation planning regulations, including 23 CFR Part 450
- Budgeting and financial management principles
- Project management practices
- Planning principles across transportation, land use, environment, community development, and other related disciplines
- Governmental and political decision-making processes.
- Comprehensive and regional planning processes
- Research methods and data analysis techniques
- Common office and analytical software applications

### Ability to:

- Effectively supervise, lead, and develop staff across multiple disciplines
- Manage complex projects And multiple concurrent projects
- Anticipate and resolve organizational and operational issues in a timely and effective manner
- Evaluate and motivate staff and resolve conflict in an open and inclusive manner
- Develop and implement policies and procedures
- Prepare clear, data-driven plans and reports
- Prioritize tasks, manage budgets, and meet deadlines
- Communicate effectively, both orally and in writing, on complex issues
- Establish and maintain effective working relationships with policymakers, partner agencies, staff, and the public

## **Compensation & Benefits**

Salary is based on experience and capabilities, with a starting range of \$88,340 to \$127,000 for a 35-hour work week (8:30 a.m. – 4:30 p.m., with a one-hour lunch). Excellent benefits package, including health, dental, and vision insurance, with optional health savings account; life insurance; short-term disability insurance; IMRF pension plan; 457b deferred compensation; and paid time off, including holiday, vacation, personal, and sick leave.

**To Apply**

Applications are accepted and reviewed on a rolling basis until the position is filled. Interested candidates are encouraged to submit a letter of interest summarizing relevant experience and professional goals, a resume, and the names and contact information for three references via email to [employment@tricountyrpc.org](mailto:employment@tricountyrpc.org) or via mail to TCRPC, 456 Fulton Street, Suite 401, Peoria, Illinois 61602.

TCRPC is an Equal Opportunity Employer. Qualified minorities, women, veterans, and individuals with disabilities are encouraged to apply. Candidates must be able to work legally in the United States.