



Central Atlanta Progress
Atlanta Downtown Improvement District

Senior Project Manager, Transportation Planning

Central Atlanta Progress, Inc. (CAP) is a not-for-profit corporation of Atlanta business leaders, property owners, and institutions working with each other and with government since 1941 to help build a better center city. It carries out research and planning and acts as a catalyst for a wide range of programs and projects for the improvement of Downtown Atlanta. The Atlanta Downtown Improvement District (ADID), founded in 1995 by CAP, is a public-private partnership that strives to create an attractive, safe and livable environment for Downtown.

A hallmark of CAP/ADID's track record of success has been a dedication to leading Downtown transportation planning initiatives coupled with a commitment to implement the resulting project, policy and design recommendations. From comprehensive vision plans and small area plans to innovative transit, bike and parking projects, CAP/ADID's work has identified opportunities and guided public and private investment in order to grow the economic prosperity, elevate the quality of life and improve the image of Downtown Atlanta.

To execute this work CAP/ADID is seeking a highly motivated and dedicated person to fill the position of **Senior Project Manager, Transportation Planning**. The Senior Project Manager will:

- Report to the Vice President, Planning and Economic Development of Central Atlanta Progress;
- Conceive, initiate and execute various types of transportation projects and initiatives consistent with the mission and goals of CAP/ADID as identified and with an anticipated focus in the following areas:
 - *Transportation Demand Management (TDM)* – manage a team of professionals engaged in outreach, education and reporting to encourage alternative commute behavior among Downtown employees and employers by pursuing new policy initiatives to achieve better outcomes, specifically to include:
 - Implementing and conducting local and regional outreach and incentives-based activities and programs, including the *Georgia Commute Options (GCO)* program and others, to promote the use of sustainable transportation options to/from and within Downtown, including transit, cycling, walking, carpools, vanpools, and alternative work arrangements.
 - Marketing and collaborating with Downtown employers for implementation and growth of alternative transportation programs and participation in TDM measures.
 - Managing Downtown employee-focused outreach directly and working with third-party resources and partners.

- Overseeing monthly reporting activities for periodic measurement and evaluation, consistent with Atlanta Regional Commission (ARC) grant requirements.
 - *Parking* – implement innovative district-level management and marketing oriented strategies to better utilize Downtown’s inventory of off-street parking and encourage redevelopment of surface parking lots;
 - *Traffic Operations* – administer and coordinate the active management of Downtown’s transportation network including traffic signal operations (particularly in support of special events) and new curbside management programs and enforcement;
 - *Multimodal and Non-Motorized Transportation* – support the planning, identification and design of projects and strategies to foster and build a multimodal transportation network in Downtown including participation in and coordination with City of Atlanta, Atlanta Beltline and Georgia Department of Transportation initiatives.
- Assume project management duties including developing project approaches, the selection and management of consultants, identification of innovative community engagement efforts, scheduling, budget and quality control and the preparation and maintenance of detailed documentation for all projects;
- Manage efforts to collect and analyze transportation and traffic data including traffic volumes and speeds, pedestrian counts, collisions, and the like, as well as conduct research and analysis; prepare maps, graphics and reports to support transportation planning initiatives.
- Employ a working knowledge of the principles, practices, and procedures of transportation planning with emphasis in non-motorized transportation in order to engage in and add value related issues and discussions that impact mobility and access in Downtown Atlanta. Be a resource to assist, support and advise CAP/ADID and its stakeholders regarding their interests and projects that impact and interact with these topics.
- Work collaboratively with all Downtown stakeholders, including property owners, businesses, residents, students and government and nonprofit partners among others in community involvement processes related to all programs and projects;
- Collaborate with CAP/ADID planning, economic development, capital projects and sustainability staff to support related projects and initiatives; and
- Assist CAP/ADID staff with verbal and visual communication of transportation planning activities in support of economic development and marketing efforts, including website content.

Interest, Work Experience and Skills Desired

This position requires a combination of skills, experience and education including, but not limited to the following.

The successful candidate must be a detail-oriented self-starter and quick learner with exceptional organizational skills and a demonstrable track record of achieving goals. Creativity and strong problem-solving and negotiation skills are essential. The candidate must be able to manage competing and changing priorities and multiple simultaneous projects involving cross-functional project teams within budgetary and schedule constraints. Excellent professional ethics, leadership skills, accountability and decision-making capabilities are required. The candidate must possess maturity and be comfortable meeting and establishing relationships with high-level executives and government officials, speaking to large audiences, and dealing with the general public particularly regarding contentious topics. Strong written and verbal communication skills are necessary. A demonstrated commitment to and passion for working in an urban environment is strongly preferred.

The ideal candidate will have demonstrated knowledge of the fundamentals of non-motorized transportation, land use, urban planning and design, as well as an understanding of the components of successful urban public spaces with a particular focus on pedestrian and bicycle concepts. An understanding of the planning process and project management principles, methods and techniques is required.

Proficient computer skills in a networked Microsoft Office environment (word processing, spreadsheets, databases, email and internet software) are essential; graphic software programs (InDesign, Photoshop, GIS, AutoCAD, etc.), web design and HTML experience is desired. Qualified candidates must possess sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the responsibilities of this position. Development of the required knowledge and abilities is typically obtained through a bachelor's degree in city planning, urban studies, transportation planning, engineering or a related field. Completion of an advanced degree in these fields is desirable. A minimum of seven years, full time progressively responsible experience in the above disciplines or a combination of education and experience demonstrating the ability to successfully perform the responsibilities of this position is required.

Salary and Benefits

Employment, including benefits, is provided through Central Atlanta Progress, Inc. CAP is an equal opportunity employer and will consider all qualified applicants for employment without regard to age, disability, religion, creed, political affiliation, race, color, sex, marital status, sexual orientation or national origin. CAP offers employees a competitive benefits package including health insurance, dental insurance, short-term disability and a 401(k) savings program. A salary of \$75,000 to \$85,000 per year is anticipated for this position based upon qualifications and experience.

To Apply

Interested applicants should e-mail their letter of interest and a resume to Dee Davis, Human Resources Manager at ddavis@atlantadowntown.com. Only those applicants deemed qualified will be contacted. No phone calls, please.