Project Manager, Transportation

Background

Central Atlanta Progress and the Atlanta Downtown Improvement District (CAP/ADID) are seeking a dynamic individual to fill the position of Transportation Project Manager. Central Atlanta Progress, Inc. (CAP) is a private nonprofit community development organization providing leadership and services to preserve and strengthen Downtown Atlanta’s economic vitality, and the Atlanta Downtown Improvement District, Inc. (ADID) is a public-private partnership funded through a community improvement district. Working side by side, CAP and ADID are committed to creating a thriving Downtown Atlanta community for all of its property owners, employees, residents, students and visitors. To learn more about CAP/ADID visit www.atlantadowntown.com.

As Downtown Atlanta plans for growth and revitalization, a number of projects are being undertaken to create and maintain appropriate infrastructure, and provide the environment and amenities necessary to support Downtown’s continued growth. Projects strive to enhance the transportation network to serve pedestrians, cyclists, auto drivers and transit users. Projects are identified during planning processes, through community feedback and during existing infrastructure analysis. CAP/ADID also provides a range of services to the Downtown Atlanta community on transportation issues. Initiatives aim to improve the Downtown environment for all users, reduce and mitigate traffic congestion, manage parking demand and facilitate mobility by all modal options.

As Downtown’s designated transportation management association, or “TMA,” CAP/ADID also works with companies and property owners in Downtown to address these transportation and workforce growth issues by developing and implementing a variety of commuter incentive programs, including the local Connect Downtown program and regional Georgia Commute Options program.

Job Description and Requirements

The Project Manager is responsible for the following activities:

- Leading and contributing to the production and delivery of various types of transportation and parking projects;
- Leading and assisting with the preparation and maintenance of transportation and parking datasets and documentation;
- Maintaining project records and various company/client databases;
- Preparation of various presentation materials;
- Preparation of maps and GIS analysis, including U.S. Census data;
- Public involvement (including preparation of materials and attendance at events);
- Responsibilities also include assisting with and maintaining client relations and adherence to handling customer requests for information;
- Upholding quality control of website content and presentation; and
- Assistance with various other transportation projects and services as needs may arise.
Position requirements include:

- An understanding of principles, practices and techniques of transportation planning, including statistics and survey techniques;
- Experience in parking analysis and parking management;
- An interest in developing transportation options, smart-growth style development, & sustainability;
- Strong analytical, verbal and written communication skills;
- Excellent customer service, a friendly demeanor and client-management skills;
- Demonstrated experience with the following software: ArcGIS, Microsoft Office (Excel, Word, and PowerPoint), and Adobe Creative Cloud products (Illustrator, InDesign & Photoshop). Experience with website content management systems and social media platforms are also desired skills;
- Introductory project management skills; and
- The ability to work effectively in a fast-paced work environment as well as the ability to manage and prioritize several assignments concurrently and meet deadlines.

This position requires the applicant to work independently and also in a team environment with other CAP/ADID staff, and with Downtown companies/clients and public sector partners, to implement various transportation and sustainability projects.

The position will report directly to the Vice President of Transportation for the above duties.

**Minimum Qualifications**

A Bachelors or Masters degree in planning, engineering, environmental sciences, landscape architecture, or other related field is required. Two (2) or more years of responsible professional experience is preferred, with project management responsibilities. The preferred candidate is self-motivated with a strong work ethic.

**Compensation**

This is a full-time, exempt position. 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. Salary is commensurate with experience.

**Applicant Instructions and for Further Information**

Interested applicants should e-mail their letter of interest and resume to Deana Davis at DDavis@atlantadowntown.com or fax to 404-506-9947.