



Job Description

Title: Transportation Funding Specialist

Supervisor: Short-Range Planning Manager

FLSA Status: Exempt

Job Posting: 3/22/2024

Job Closing: Open until Filled

Travel: 10% within CAMPO Region

Position Summary:

The transportation funding specialist position is part of CAMPO's short-range planning team and will work in transportation project planning, funding, and project implementation. This position will specialize in managing federal, state, and local transportation funding through the Transportation Improvement Program, supporting transportation project development, and monitoring the programmatic implementation of federally funded projects.

Duties and Responsibilities:

Support the development and administration of the Transportation Improvement Program (TIP) including funding information compilation, database management, and administrative activities related to on-going program management.

Support and manage funding programs including the selection and distribution of federal surface transportation funding and other funding sources authorized and administered by CAMPO.

Monitor the implementation of regional transportation projects through continuous collaboration with project sponsors and management of the online project management software to ensure projects are being implemented as required by local, state, and federal requirements.

Coordinate regularly with federal, state, and local government agencies and transportation providers including the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Texas Department of Transportation (TxDOT), cities, counties, transit providers, and other related agencies.

Develop accessible reports, programs, and professional communication material for transportation providers, local, state, and federal government staff, elected officials, and the public.

Support other CAMPO activities including community outreach, meeting participation, grant administration, and other activities related to the planning and programming responsibilities of the MPO.

Education and Experience:

Minimum requirements include graduation from an accredited four-year college or university with major coursework directly related and at least three years full-time professional experience related to the responsibilities above. Relevant post-graduate education can be substituted for the required professional experience as appropriate.

Required Qualifications:

Demonstrable professionalism including ability to manage tasks and priorities appropriately, work both independently and collaboratively, establish and maintain professional relationships, exhibit consistent attention to detail, and responsibility for deliverables and work outcomes.

Ability to communicate effectively both internally and externally with a variety of stakeholder including transportation providers, local, state, and federal government staff, elected officials, and the public.

Demonstrated technical abilities with specific ability to utilize data management and document production software including Microsoft Office products and other applicable programs relevant to the management, organization, and distribution of financial information.

Preferred Qualifications:

Knowledge and experience in the transportation planning process including applicable local, state, and federal rules, regulations, and processes.

Knowledge and experience in the administration of the federal transportation funding process including funds administered by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Texas Department of Transportation (TxDOT).

Knowledge and experience in the development and implementation of transportation projects including familiarity with planning, engineering, environmental, and construction phases.

Knowledge and experience in the regional planning process including metropolitan planning organizations, local governments, transit providers, state departments of transportation, and federal agencies.

Salary:

\$65,000.00-\$75,000.00 annually. Dependent on candidate qualifications and experience.

Benefits:

This position provides employee benefits including accrual of paid vacation, sick leave, 13 regular holidays throughout the year, and two floating holidays for use at employee discretion. The position also provides employee participating healthcare benefits such as health, vision, dental, other insurance plans (life, disability, and employee assistance programs), and flexible spending accounts for healthcare and dependent care reimbursements. Employees will also participate in the Texas County & District Retirement System (TCDRS) which provides pension benefits once vested and may also participate in a retirement savings program (Deferred Compensation).

Location:

CAMPO offers a flexible work environment with the ability to work remotely as determined appropriate between the manager and employee. Please note this position will be required to be in the office a minimum of two days a week at the discretion of the manager in consultation with the employee. During the initial on-boarding process the employee will be expected to be in the office a minimum of four days a week until they are established in the position.

How To Apply:

Please send a cover letter and resume to careers@campotexas.org. Candidates will not be considered until both resume and cover letter are received. CAMPO is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, CAMPO provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. CAMPO is a Drug Free & Tobacco Free Workplace.