



Position Specification:

Lehigh Valley Planning Commission

Director of Transportation Planning and Data



Lehigh Valley Planning Commission, Transportation Study and Region

The Lehigh Valley Planning Commission (LVPC) is the official planning commission for Pennsylvania's Lehigh and Northampton Counties. The Lehigh Valley Transportation Study serves as the Metropolitan Planning Organization, or transportation and infrastructure planning agency for the region. The Lehigh Valley is strategically located on the eastern border of Pennsylvania, north of the Philadelphia region and west of the New York – New Jersey metropolitan statistical area. The fastest growing region in the Commonwealth, the Lehigh Valley is known for a high quality of life, recreational, and cultural amenities, as well as, its variety of housing and communities from rural to urban. The region is unique in that it is home to three cities and 59 other communities including dense urbanized boroughs, old and new suburbs, cross-roads villages and rural landscapes. The Director of Transportation Planning and Data will assist the Executive Director with the prioritization of infrastructure projects and investments while balancing the overall needs of the Lehigh Valley's communities, as well as a strong and expanding economy.

The current LVPC work program includes:

- Adoption of the 2019 – 2022 Transportation Improvement Program.
- Administration and implementation of a robust freight planning program.
- Overhaul of the Lehigh Valley Comprehensive Plan, including its merger with MOVELV (Long-Range Transportation Plan).
- Development of WalkBikeLV: Active Transportation Plan.
- Update of the Regional Hazard Mitigation Plan to include resilient infrastructure priorities.
- Continued advancement and public communication of the regional traffic counting and segment inventory program with the Pennsylvania Department of Transportation.
- Administration and management of the regional Transportation Alternatives Set Aside Program providing direct grants to communities.
- Direct municipal technical assistance including scenario and urban / community design services and development of an annual program to enhance direct services to municipal and county governments.
- Coordination of associated partners from Lehigh Valley Greenways to public health professionals and pedestrian and bicycle advocates to regional freight carriers.
- Public transit planning assistance for the Lehigh and Northampton Transportation Authority.
- Review of land development plan transportation elements and studies.
- Cross-regional collaboration with the neighboring regions including: North Jersey Transportation Planning Authority, New York Metropolitan Transportation Council, Delaware Valley Regional Planning Commission, Berks County Planning Commission, and others.
- Transportation related support to other LVPC planning and partnership efforts including Multi-modal Working Group, Freight Advisory Committee, Lehigh Valley Greenways, Alliance on Aging, Pennsylvania Department of Transportation Planning Partners, Chamber of Commerce, housing and public health coalitions, and Lehigh Valley Sustainability Network among others.



Location

Lehigh Valley is a two-county region in eastern Pennsylvania consisting of 62 municipalities and 3 cities: Allentown, Bethlehem, and Easton. Located one hour north of Philadelphia and 90 minutes west of New York City, the Lehigh Valley is the 65th largest metropolitan region in the United States, with a \$39.1B GDP that is larger than that of two entire states, Wyoming and Vermont. It includes three vibrant cities – Allentown, Bethlehem, and Easton – and an abundance of small towns and boroughs.

With more than 15,000 businesses contributing to an incredibly diverse industry base, Lehigh Valley is the fastest growing and third most populous region in the state of Pennsylvania with a population of more than 650,000 residents.

Lehigh Valley was ranked one of the top five regions for development in the Northeast, and the number one region of its population size by Site Selection Magazine in its prestigious Governor's Cup Awards for 2017. The only regions that outpaced the Lehigh Valley in the Northeast were New York, Philadelphia, Pittsburgh, and Boston.

U.S. News & World Report has ranked Allentown, the largest city in the Lehigh Valley and third-largest in Pennsylvania, as one of the top places to live in the United States. Allentown ranked 79 out of the largest 100 metropolitan areas in the country on the 2017 Best Places to Live list with high rankings in the areas of quality of life, job market, value, desirability, and net migration.

The region boasts dozens of scenic parks and recreational areas, strong school districts, cutting-edge programs at traditional colleges and universities, a thriving arts, and culture scene, and entertainment for all ages. To learn more about the Lehigh Valley and the many things to explore, visit the regional destination marketing organization, www.DiscoverLehighValley.com.

Director of Transportation Planning and Data

The Lehigh Valley Planning Commission (LVPC) is seeking a Director of Transportation Planning and Data to lead a team planning for and managing infrastructure and information for the region. The Director of Transportation Planning and Data performs complex professional, stakeholder development, and administrative work under the general supervision of the LVPC Executive Director. Managing seven team members with the support of the Assistant Director of Transportation Planning and Data, the Director also works closely with the community, Lehigh Valley Planning Commissioners and the Lehigh Valley Transportation Study Board. As such, possessing excellent communication and time management skills, and the ability to manage the work of others is key. Communication is a critical skill for the Director, whether conveying concepts to an audience or writing technical analyses.

Duties and Responsibilities

- Handles long-range transportation issues on a daily basis. Develops and / or coordinates elements of MOVELV: Long Range Transportation Plan (LRTP) / transportation integration and merger with the Lehigh Valley Comprehensive Plan including research and analysis of roads, bridges, public transportation, air, rail, freight, and non-motorized transportation.



- Develops population projects, maps, and financial forecasts for the LRTP, and analyses environmental and societal impacts.
- Coordinates transportation aspects of land development review with the LVPC Community Planning Section, municipalities, developers, Lehigh and Northampton Transportation Authority (LANta), and Pennsylvania Department of Transportation.
- Develops the transportation related elements of the Lehigh Valley Comprehensive Plan.
- Works as a member of the LVPC Senior Management Team.
- Handles multi-modal transportation issues on a daily basis. Meets with local governments concerning transportation infrastructure from roadway systems and rail networks to pedestrian and bicycle facilities, reviews grant requests, and assists local agencies in leveraging project grant funding.
- Organizes workshops and presentations for the purpose of informing local agencies on transportation issues affecting the region.
- Oversees the work of consultants retained to work on transportation projects.
- Works with state and federal officials to advocate for transportation equity across all modes of travel.
- Serves as staff liaison to the U.S. Department of Transportation and Pennsylvania Department of Transportation.
- Serves as staff liaison to LANta, the area's regional transit agency. Provides agreed transit planning services, coordinates with LANta in the development of the LRTP and Transportation Improvement Program and advocates for effective coordination between the agencies.
- Coordinates the public involvement process for the Transportation Section. Stages public appearances and announcements, organizes public meetings, gives presentations, and generally educates the public concerning transportation issues.
- Serves as LVPC liaison to the Greater Lehigh Valley Chamber of Commerce Transportation Committee, and various citizen traffic advisory committees.
- Serves as the lead staff member to the Lehigh Valley Transportation Study. Provides project updates, presents on certain aspects of the transportation program, and provides other information, as requested.
- Manages the Transportation Team.
- Plans, develops, implements, and administers the regional transportation program.
- Assures transportation system implementation, grant administration, and compliance with U.S. Department of Transportation and Pennsylvania Department of Transportation regulations.
- Other duties as assigned.

Knowledge, Skills and Abilities Required

Knowledge of:

- Methods, practices, and procedures involved in transportation planning, engineering, metropolitan planning organization operations, and management
- Methods, practices, and procedures involved in regional and / or local government transportation planning
- Traffic and safety laws
- Modern business financial principles and practices
- Record keeping practices



- Community engagement concepts
- Contract administration
- Computer programs, including Microsoft Office, Excel and PowerPoint

Ability to:

- Work independently with minimal supervision
- Work in a team environment and assist other LVPC sections
- Interact with citizen groups, elected officials and high-level administrators
- Perform a broad range of supervisory responsibilities
- Establish effective working relationships with employees, supervisors, and the public
- Provide leadership in formulating and directing policies and programs and engendering a creative environment
- Prepare clear and concise reports
- Prepare grant proposals and administer grants

Minimum Job Requirements

A Master's degree in Urban, City, Regional or Transportation Planning, Engineering or related field plus eight or more years of experience in a related field. Other combinations of education and experience will be considered.

Other Requirements

This position requires participation at some early morning, evening, and weekend meetings and events. Valid Pennsylvania driver's license is also required within six months of employment. Successful candidate must locate in the Commonwealth of Pennsylvania within one year of employment.

Salary and Benefits

Highly competitive. Dependent on experience. Excellent health and retirement benefits and generous paid vacation and time-off package. Collegial environment where innovation is supported and encouraged.

Helpful Links

- Lehigh Valley Planning Commission – www.lvpc.org
- Helbling & Associates, Inc. – <https://www.helblingsarch.com/>



Please Submit Applications or Nominations to:

Mr. Rob Dible
Search Consultant
E: robd@helblingsearch.com
O: (724) 935-7500 x117
C: (859) 539-5083

Helbling & Associates, Inc.
8000 Brooktree Road, Suite 100
Wexford, PA 15090

Please email:

- Current resume detailing your education and experience
- Letter of interest describing how you meet the qualifications for this position and why you would like to be considered.
- Minimum of three (3) references with name, address, telephone number, email and relationship information for each person.

Please visit Helbling & Associates' [Candidates Page](#) for more information.

*Lehigh Valley Planning Commission / Lehigh Valley Transportation Study is an equal opportunity employer.
Persons with a disability who need assistance with their application or that need this announcement in an
alternative format may call (724) 935-7500.*