

Region 3-A
Director of Technical Services Position

Duties:

The Director of Technical Services is responsible for conducting traffic counts, transportation planning, and special traffic studies as requested by an appropriate representative of a member county and/or municipality. They will also oversee, implement, and administer the annual INDOT Rural Transportation grant, as well as other potential funding sources for traffic and transportation projects.

Specific Duties Include:

- Preparation of the Transportation Planning Division's annual budget
- Preparation of the Transportation Planning Division's annual work program
- Preparation of the Transportation Planning Division's annual reporting
- Day-to-day management of Transportation Planning projects for the agency
- Maintain good working relations with member counties, municipalities, State, federal and regional agencies, consulting engineers, architects, and other ally groups
- Special projects, as may be assigned from time-to-time by the Executive Director
- Maintain current on relevant information on INDOT, FHA, FAA and other transportation planning programs
- Attend Executive Board, Board of Directors and Staff meetings, as may be required
- Perform related tasks as required

Job Requirements:

- Broad-based knowledge and experience in the fields of transportation, community and economic development, community planning, and municipal finance
- Excellent research abilities in the areas of State and federal intergovernmental grant programs, federal regulations and Indiana's county and municipal statutes
- Excellent written and verbal communications at the professional and non-professional level
- Working knowledge of the related State and federal agencies and organizations
- Minimum of a bachelor's degree in engineering, planning, public administration or related field

Responsibility:

The Director of Technical Services works independently, under the supervision of the Executive Director. The Director of Technical Services shall retain primary responsibility for all of Region 3-A's transportation planning and traffic count projects.

Difficulty of Work:

The work is broad in scope, requiring proper allocation of time and energy based upon priorities. Analytical and experiential analysis is required in the decision-making process. The ability to successfully manage multiple, ongoing projects is required. The ability to communicate at various levels, with minimal notice is required.

Personal Work Relationship:

The Director of Technical Services must maintain a good personal relationship within the agency, and all local, state, and federal employees that interact with the agency. Applicants should be able to handle themselves in a respectful and professional manner in all situations.

Compensation:

Salary is commensurate with experience. Complete agency benefits package included:

Vacation Leave

Sick Leave

Holiday Leave

Personal/Family Leave

Health Expense Reimbursement

PERF Contributions

Long Term Disability

Life Insurance