



Professional Opportunities with the Worcester Department of Transportation & Mobility

The City of Worcester established its new Department of Transportation & Mobility (DTM) in July 2022. In partnership with other agencies and municipal departments, DTM plans, coordinates, designs, and implements transportation programs and projects that promote safe, equitable and sustainable mobility options.

The department is currently seeking to fill three key positions:

- The **Assistant Director** reports to the Commissioner of Transportation & Mobility and assists with the management of the department, including oversight of transportation planning, engineering and project development functions. This position requires strong managerial skills and technical expertise in urban transportation issues and approaches.
- The **Transportation Program Manager** is a senior level position responsible for coordinating transportation planning and policy, leading agency coordination, and developing programs to improve transportation and streetscapes in Worcester. The Transportation Program Manager reports to the Assistant Director.
- The **Staff Assistant II** is responsible for a wide range of administrative, clerical, customer service and financial accounting services supporting the Department.

These positions offer outstanding and unique opportunities to contribute to Worcester's growth as a vibrant, thriving city and to help shape the department and its programs from the start.

Please see the accompanying position descriptions for further details. To apply for any of these positions, please visit: <http://www.worcesterma.gov/human-resources/employment-opportunities>

**ASSISTANT DIRECTOR OF TRANSPORTATION & MOBILITY
DEPARTMENT OF TRANSPORTATION AND MOBILITY
CITY OF WORCESTER**

The City of Worcester seeks applicants for the position of **Assistant Director** to assist with leading the newly created Department of Transportation and Mobility. The Assistant Director will be responsible for coordinating and performing work associated with transportation policy, planning, engineering and design. This position will assist in the management of the department and help lead the development and implementation of transportation infrastructure and programs serving Worcester's residents, businesses and visitors. The Assistant Director works closely with multiple departments and agencies to collect and analyze data, develop policies, prioritize and coordinate transportation improvements, evaluate transportation performance and safety, and track implementation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and experience with best practices in the planning, design and operation of complete streets and facilities servicing all urban transportation modes, including walking, bicycling, other micromobility modes, transit and motor vehicles.
- Familiarity with local, state and federal transportation planning programs, policies and processes, including grant funding programs.
- Experience preparing transportation plans, studies, and technical reports.
- Knowledge and experience applying standards, guidelines and best practices established by organizations such as NACTO, AASHTO, ITE, the FHWA, and MassDOT.
- Knowledge of ADA standards and best practices as applicable to transportation networks and public rights-of-way.
- Familiarity with traffic control and traffic engineering concepts and fundamentals; construction plans and specifications for streets, sidewalks, and bicycle facilities.
- Proficiency with personal computers and experience using Microsoft Office Suite (Outlook, Word, Excel and PowerPoint); experience and/or familiarity with ArcMap/ArcGIS, AutoCAD, Via Remix, Synchro or other applicable software desirable but not required.
- Ability to work collaboratively, lead teams and manage multiple projects.
- Ability to oversee and coordinate a transportation work program comprising policy, planning, engineering and design aspects.
- Ability to establish and maintain effective working relationships with employees and colleagues, staff and officials from other agencies, contractors, the general public, and elected officials.
- Experience in public engagement and stakeholder coordination.
- Ability to address the needs and interests of diverse populations in decision-making.
- Ability to communicate effectively, verbally and in writing.
- Ability to attend meetings after regular work hours.

MINIMUM REQUIREMENTS:

- Bachelor's degree in civil/transportation engineering, planning, landscape architecture or a related discipline and six (6) years of relevant work experience in transportation engineering, traffic engineering, and/or transportation planning; **OR,**
 - *Master's degree in civil/transportation engineering, planning, landscape architecture or a related discipline and four (4) years of relevant work experience in transportation engineering, traffic engineering, and/or transportation planning.*

- Prior supervisory experience.
- Excellent verbal and written communication skills.
- Valid driver's license.

PREFERRED QUALIFICATIONS:

- Master's degree in civil/transportation engineering, planning, landscape architecture or a related field.
- Two (2) years of experience supervising personnel.
- Two (2) years of project management experience.
- Registration as a Professional Engineer (civil or traffic)
- Other applicable professional certifications or registrations, such as AICP, PTP, PTOE, PLA/ASLA.

SALARY RANGE: \$84,904- \$98,158 annually, full-time, exempt, with an excellent benefits package.

To apply, please visit: www.worcesterma.gov/employment or send resume and cover letter on or before **FRIDAY, SEPTEMBER 30, 2022** to: City of Worcester, 455 Main Street, Room 109, Worcester, MA 01608. Preference is given to Worcester residents. **The City of Worcester is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply.** Direct inquiries to: City Hall, Human Resources, Room 109, 508-799-1030, HR@worcesterma.gov.

**TRANSPORTATION PROGRAM MANAGER
DEPARTMENT OF TRANSPORTATION AND MOBILITY
CITY OF WORCESTER**

The City of Worcester seeks applicants for the position of **Transportation Program Manager** to join the newly created Department of Transportation and Mobility. The Program Manager will be responsible for the coordination of policies, projects and programs to meet the accessibility and mobility needs of Worcester's residents, businesses and visitors. This position will work closely with multiple departments and agencies to collect and analyze data, develop policies, prioritize and coordinate transportation improvements, evaluate transportation performance and safety, and track implementation. The primary focus of the Program Manager will be concerning the planning, assessment, and conceptual (planning-stage) design of the transportation system with a particular focus on network planning, complete streets and traffic calming. This position is required to attend meetings

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and experience with best practices in the planning, design and operation of complete streets and facilities servicing all urban transportation modes, including walking, bicycling, other micromobility modes, transit and motor vehicles.
- Familiarity with local, state and federal transportation planning programs, policies and processes, including grant funding programs.
- Knowledge and experience applying standards, guidelines and best practices established by organizations such as NACTO, AASHTO, ITE, the FHWA, and MassDOT.
- Experience in public engagement and stakeholder coordination.
- Proficiency with personal computers and experience using Microsoft Office Suite (Outlook, Word, Excel and PowerPoint); experience and/or familiarity with ArcMap/ArcGIS, AutoCAD, Via Remix, Synchro or other applicable software desirable but not required.
- Ability to work collaboratively, lead teams and manage multiple projects.
- Ability to establish and maintain effective working relationships with employees and colleagues, staff and officials from other agencies, contractors, the general public, and elected officials.
- Ability to prepare and deliver presentations to audiences of varying sizes and knowledge.
- Ability to address the needs and interests of diverse populations in decision making.
- Ability to communicate effectively, verbally and in writing.
- Ability to attend meetings outside of regular work hours.

MINIMUM REQUIREMENTS:

- Bachelor's degree in planning, urban studies, civil/transportation engineering, landscape architecture or a related discipline and four (4) years of relevant work experience; **OR**
 - A Master's degree in planning, urban studies, civil/transportation engineering, landscape architecture or a related discipline and two (2) years of relevant work experience will be considered in lieu of the above mentioned requirements.
- Excellent verbal and written communication skills.
- Valid driver's license.

PREFERRED QUALIFICATIONS:

- Master's degree in planning, urban studies, civil/transportation engineering, landscape architecture or a related discipline.

- Two (2) years of project management experience.
- Prior supervisory experience.
- Applicable professional certifications or registrations, such as AICP, PE, PTP, PTOE, PLA/ASLA.

SALARY RANGE: \$76,159 - \$84,904 annually, full-time, exempt, with an excellent benefits package.

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STAFF ASSISTANT 2
DEPARTMENT OF TRANSPORTATION AND MOBILITY
CITY OF WORCESTER

The City of Worcester seeks applicants for the position of **Staff Assistant 2** to provide administrative support in the newly created Department of Transportation and Mobility. The Staff Assistant will be responsible for a range of administrative, clerical, customer service and financial accounting services supporting the Department. Some responsibilities include:

- Process financial transactions and recordkeeping including procurement (encumbering purchase orders), payments, and payroll; process paperwork to initiate payments for contracted work.
- Assist with monitoring capital finances, borrowing and transfers.
- Assist with grant oversight and receipt preparation to include monitoring programs and submitting reimbursements for various State and Federal grants using appropriate internal and external systems.
- Greet and direct customers and visitors.
- Assist with schedule coordination for management staff and meeting spaces.
- Order and take stock of office supplies, monitor office equipment, and schedule repairs as needed.

Bilingual and multilingual applicants are encouraged to apply.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Experience and competence in financial tracking, budgeting and accounting
- Experience providing excellent customer service
- Strong organizational, interpersonal, problem solving skills
- Strong data management skills
- Computer proficiency, including the Microsoft Office Suite & Adobe Acrobat
- Excellent verbal and written communication skills
- Ability to establish and maintain excellent working relationships with diverse populations, organizations, and interests
- Ability to address questions and customer concerns via telephone, email, and in-person, in a consistently professional and courteous manner
- Ability to work independently and as part of a team; ability to complete tasks with limited supervision
- Ability to be adaptable, flexible, detail-oriented, and enthusiastic
- Ability to maintain confidentiality
- Ability to take initiative to identify opportunities for process improvement or streamlining work
- Ability to quickly learn new software and data management tools

MINIMUM REQUIREMENTS:

- Bachelors Degree in Business, Accounting, Public Administration, Communications, Legal Studies, Urban Studies, or other related discipline.
- Two (2) years of customer service, clerical, and administrative experience in an office setting.
- Proficient with computers, including proficiency in Adobe Acrobat and Microsoft Office Suite.

PREFERRED QUALIFICATIONS:

- Four (4) years of customer service, clerical, and administrative experience in an office setting
- Previous experience conducting research, querying records, managing data, and/or applying process management
- Previous administrative experience in a public sector office setting.
- Notary public.

SALARY RANGE: \$26.74 - \$29.67 per hour, full-time, with an excellent benefits package.

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