Job Opportunity
Program Analyst [Transportation]

Vacancy Number
2020-07

Closing Date
Open until authorized

Location
Appalachian Regional Commission
1666 Connecticut Avenue, NW
Washington, DC 20009

Grade
NF 11-13

Apply: https://appalachianregionalcommission.applytojob.com/apply/Vxqh2RIBuk/Program-Analyst-Transportation

About the Appalachian Regional Commission
The Appalachian Regional Commission (ARC) is an economic development agency of the federal government and 13 state governments focusing on 420 counties across the Appalachian Region. ARC’s mission is to innovate, partner, and invest to build community capacity and strengthen economic growth in Appalachia to help the Region achieve socioeconomic parity with the nation. www.arc.gov

Position Summary
This position serves as a transportation and economic development analyst developing and managing projects and initiatives which complement the success of the Appalachian Development Highway System (ADHS) and Local Access Road (LAR) program to enhance the Region’s access to the national and global supply chain. Working in close coordination with a core team, the position develops and manages a portfolio of transportation and economic development activities and implements strategies to link the Appalachian Region, especially its rural and economically distressed counties, to the ADHS, interstate highway system, freight rail corridors, air cargo facilities, inland and coastal ports, and other domestic transportation systems. This position provides transportation technical assistance to states, communities, LDDs, local businesses, transportation and trade organizations, and other stakeholders to enhance the Region’s transportation access and maximize the economic impact of existing and proposed transportation infrastructure enabling Appalachian businesses to engage, compete, and succeed. This position reports to the Division Director.

Duties and Responsibilities
Works with ARC staff, state and regional stakeholders, and transportation experts to explore, identify and execute on advancing ARC’s strategic role in transportation and economic development in the Appalachian Region; works collaboratively to determine future transportation priorities and initiatives.

Serves as ARC’s point of contact for a variety of transportation projects, activities and programs including rail, freight, highways, etc.

Serves as project coordinator for transportation projects administered by ARC, including providing technical assistance to grant recipients during project development and implementation to ensure regulatory requirements are satisfied.
Works with team of transportation professionals to formulate transportation and economic development research needs, then manages assigned transportation planning and research projects. Aggregates, communicates and disseminates outcomes and findings to inform and execute ARC’s prioritization and implementation of transportation related strategies and programs.

Coordinates and provides technical assistance to eligible applicants in the Appalachian Region in competing for transportation funding opportunities, including USDOT discretionary grant programs.

Responds to inquiries from ARC staff and regional stakeholders who have a vested interest in the ARC intermodal transportation program.

Prepares information for use in preparation of ARC budget requests and annual reports.

Provides support to the ADHS/LAR programs and other transportation activities, as needed, including problem-solving and strategic planning.

Coordinates and facilitates advisory working group(s) with members from each of the thirteen states in the Appalachian Region which strategizes and implements regional intermodal projects, initiatives and strategies. Performs other duties as assigned.

**Qualifications**

The candidate must have relevant knowledge and experience as a transportation planner, policy analyst, or engineer, with an understanding of how transportation systems and planning methods impact economic development.

- Knowledge and experience implementing transportation-related economic development projects and programs.
- Knowledge of the relationship between transportation access and economic outcomes.
- Knowledge of applying economic principals to transportation decision making, preferably using economic metrics to prioritize transportation investments.
- Knowledge of developing and implementing transportation planning, projects and initiatives with an understanding of how modes are connected and coordinated to maximize economic impact.
- Experience with and/or exposure to rural transportation issues, particularly rural access to markets, and knowledge of the Appalachian Region’s unique opportunities and challenges.
- Experience with and/or knowledge of developing and implementing strategic plans, including determining priorities, vision, mission, goals, and research objectives for transportation-related subject areas or programs.
- Experience with and/or knowledge of transportation funding programs and strategies, including national discretionary grant programs such as BUILD/TIGER or INFRA and innovative financing tools such as TIFIA, state infrastructure banks, and public private partnerships.
- Knowledge of federal and state transportation programs and initiatives.
- Knowledge of the principles and strategies necessary to develop competitive proposals for transportation discretionary grant programs.
• Knowledge of local, state, federal, international, and commercial relationships in transportation policy development and implementation.

• Ability to interpret and apply laws and regulations pertaining to federal and state transportation programs.

• Knowledge of qualitative and quantitative techniques for analyzing and measuring the effectiveness, efficiency, and productivity of transportation programs.

General Knowledge, Skills and Abilities

• Project Management - Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance.

• Program Management – Knowledge of the principles, methods, and tools for managing a broad program and technical area of expertise, including strategic planning and monitoring progress toward achieving established program goals.

• Adaptability – ability to accept and apply changes to work processes, information, team; recovers quickly from setbacks and finds alternative ways to reach goals or targets; navigates change through positive communications and supportive actions

• Communicating – selects appropriate and effective way to communicate to audiences in diverse situations; listens actively and asks questions to understand other perspectives or confirm understanding; awareness of and responsive to verbal and non-verbal communication styles; provides status updates which reduce or eliminate the need for follow up from requestor

• Writing - recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical information that is appropriate for the intended audience; produces written material that is timely, accurate, succinct and relevant to recipient’s needs.

• Collaboration - ability to interact and work effectively with others to accomplish goals despite differences, changes, roles or resources; treats others with respect, dignity, and professional courtesy; values the contributions of others through listening, sharing relevant information and considering new ideas; affirmatively shares lessons learned and relevant information.

• Critical Analysis - ability to identify, research, analyze, design, manage and communicate data and outcomes sufficiently to various audiences to accomplish work outcomes; develops, recommends, and/or implements innovative and effective approaches to solve problems.

• Accountability – makes best use of resources to accomplish work priorities; takes responsibility of balancing quality with deadlines; takes appropriate action(s) to fulfill commitments to others; owns, acknowledges and corrects mistakes; immediately communicates updates and changes to others

• Decision Making - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

• Networking – Ability to maintain existing professional networks and develop productive working relationships with transportation stakeholders and customers, including local, state, and federal partners.
• **Problem Solving** - Ability to be creatively and effectively solve problems in a way that addresses competing interests.

• **Customer Service** – Ability to interact and work effectively with others to accomplish goals despite differences, changes, roles or resources. Ability to exercise sound professional judgment and deal with staff and outside parties in a tactful and courteous manner.

• **Planning and Evaluating** - Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

• Position requires successful adjudication and maintenance of background security review

• Work involves travel, about 25%

• Position requires successful adjudication of background security review

**Salary and Benefits**
ARC offers a collaborative work environment, a convenient location near Dupont Circle, and a competitive benefits package which includes health insurance, retirement, paid time off, commuting subsidy, professional development, etc. This is not a federal position; however, if a federal employee is selected for this position and transfers without a break in service of more than three calendar days, he or she may be able to continue his or her retirement and life/health insurance benefits. ARC generally follows the General Schedule Salary Table of the Federal government. ARC's grades denoted by "NF" are equivalent to the federal grade(s) on the GS chart.

*ARC is an equal employment opportunity employer and endeavors to make reasonable accommodations to the known physical or mental limitations of qualified applicants with a disability unless the accommodation would impose an undue hardship on the operation of ARC's business. If an applicant believes he or she requires such assistance to complete the application or to participate in an interview, he or she should contact Allison Thiriez. If an applicant has any questions or concerns, he or she should reach out to Allison Thiriez at 202.884.7712 or at hr@arc.gov*