



Job Opportunity Program Analyst [Intermodal Transportation]

Vacancy Number 2018-05

Closing Date Open until authorized

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

Grade NF-13

Agency Information

The Appalachian Regional Commission (ARC) is a regional economic development agency that represents a partnership of federal, state, and local government. Established by an act of Congress in 1965, ARC is composed of the governors of the 13 Appalachian states and a federal co-chair, who is appointed by the president. Local participation is provided through multi-county local development districts. ARC's mission is to be a strategic partner and advocate for sustainable community and economic development in Appalachia.

Position Summary

This position serves as a transportation and economic development analyst and subject matter expert 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. While this position may work on projects and activities related to all modes of transportation, this position will serve as lead subject matter expert in the area of intermodal transportation.

This position reports to the Director, Planning and Research Division.

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 subject matter expert for intermodal transportation projects, activities and programs.

Coordinates and facilitates Network Appalachia, an advisory working group with members from each of the thirteen states in the Appalachian Region which strategizes and implements regional intermodal projects, initiatives and strategies.

Serves as project coordinator for all intermodal 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.

Strategizes, 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.

Qualifications

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

Transportation and Economic Development Knowledge and Experience

- Knowledge and experience implementing transportation-related economic development projects and programs.
- Knowledge of the relationship between transportation access and economic outcomes.
- Knowledge and experience applying economic principals to transportation decision making, preferably using economic metrics to prioritize transportation investments.

Intermodal Transportation Knowledge and Experience

- Knowledge and experience developing and implementing intermodal transportation planning, projects and initiatives with an understanding of how modes are connected and coordinated to maximize economic impact.
- Knowledge of intermodal transportation systems and components related to goods movement, supply chain logistics, and domestic and international trade.

- Experience and credibility to work with a wide-range of stakeholders, "talk the language" of intermodal transportation, and effectively represent ARC in various settings (meetings, conferences, discussions, etc.).

Transportation Knowledge and Experience

- Experience working on rural transportation issues, particularly rural access to markets, and knowledge of the Appalachian Region's unique opportunities and challenges.
- Experience 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.

Additional Requirements

- Prior to hire, the selectee must successfully complete a federal background investigation
- U.S. Citizenship
- Ability to travel

Salary and Benefits

ARC generally follows the General Schedule Salary Table of the Federal government. ARC's grade NF-13 is equivalent to the federal grade GS-13. 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 is entitled to continue his or her retirement and life/health insurance benefits. A non-federal selectee will be offered a benefits package (including health, retirement, paid time off, commuting subsidy, etc.).

How to apply

Applicants must submit the following documents referencing "Program Analyst [Intermodal Transportation] 2018-05" to be considered.)

- A complete and up-to-date resume
- A cover letter that describes your background and qualifications as they relate to the qualifications listed above.

Application materials may be submitted by email or regular mail:

Email: hr@arc.gov

Appalachian Regional Commission
Human Resources Office, Suite 700
1666 Connecticut Avenue, NW
Washington, DC 20009-1068

ARC is an equal opportunity employer. Selection for this and any other position will be based solely on merit. ARC does not discriminate on the basis of race, color, religion, sex, national origin, politics, marital status, sexual orientation, physical or mental disability, age, membership or non-membership in an employee organization, or other factor prohibited by law. ARC will provide reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact Allison Thiriez at 202.884.7712 or at athiriez@arc.gov