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SOUTHEAST ALASKA REGIONAL DEVELOPMENT ORGANIZATION

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Transportation and Special Projects Manager

Under the general direction of the Executive Director, this position works with municipal, tribal, and business leaders to facilitate multimodal transportation projects, and other special projects prioritized for the region. Projects are associated with federal and state funding programs and include planning for community and statewide projects that might also qualify for the State's AKDOT CTP program. This position participates in regional transportation planning including efforts to reshape and modernize the Alaska Marine Highway System, and an electric ferry pilot program in Alaska. This position may also assist with other economic development projects related to regional infrastructure development.

Compensation and Benefits:

This is a grant-funded position that can be extended based on continued funding support. The position is a full-time salaried position, eligible for benefits including leave, 401K retirement account, holidays, and health insurance. For employees outside of the Juneau area, Southeast Conference offers the option of remote work. Salary competitive DOE.

Application Process:

Interested applicants should send an email to robert@seconference.org with a resume and cover letter attached in pdf format. Applications accepted on a rolling basis with the position open until filled.

Key Responsibilities:

- Assists in the implementation of CEDS transportation priorities and other special projects.
- Serves as a liaison in identifying potential resiliency, mitigation, and economic recovery projects in disaster-impacted areas. Facilitates technical assistance as needed.
- Facilitates collaborative partnerships between local governments, non-profit organizations, philanthropic entities, higher education institutions, and the private sector.

- Works as a liaison between local governments, nonprofit organizations, and State and Federal agencies, including the EDA, to help identify and acquire funding resources.
- Assists with virtual program development, capacity building and workshops as needed.
- As the regional planning organization, facilitates multimodal and AMHS-specific, collaborative regional, statewide, and federal transportation planning efforts to guide planning and infrastructure decisions.
- Assists the Executive Director in Program and Public Policy review and strategy initiatives.
- Prepares progress and fiscal reports, as required by the EDA and other programs.
- Prepares packet and meeting materials for SE conference transportation committee meetings.
- Keeps immediate supervisor and others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Performs other duties as assigned.

Knowledge, Skills & Abilities:

Knowledge of: grant programs applicable to transportation and infrastructure projects; public policy analysis and planning; the principles and practices of governmental accounting and budgeting; the principles and practices of economic research and analysis; format and organization of Alaska Statutes and Alaska Administrative codes; federal, state, and local statutes, regulations, and ordinances governing transportation systems; the dynamics of community needs in Southeast Alaska.

Skill in: navigating politically complex and or sensitive issues; researching and analyzing problems and issues including economic analysis; developing potential resolutions or alternative courses of action and identifying their costs and benefits; determining the feasibility of proposed options; identifying a best course of action; identifying the necessary resources and building the necessary support for that change; organizing, evaluating and presenting information, orally and in writing, to a broad variety of individuals; tailoring communication to its intended audience.

Ability to: monitor state legislation and legislative committee meetings that address SEC priorities; establish and maintain effective working relationships with officials, special

interest groups, and others contacted in the work; analyze situations accurately and take prompt, effective action; communicate effectively with others, both orally and in writing, using both technical and non-technical language; prepare and present accurate and reliable reports containing findings and recommendations; and, perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Desired Qualifications:

Education: Bachelor's Degree in any field; or progressively responsible professional experience commensurate with the education conferred by a four-year degree; and

Experience: Five years of progressively more responsible experience in transportation planning, grant funded infrastructure projects, or a closely related field. Graduate level education in community planning, public administration, or related fields may substitute for required experience on a year-to-year basis. Experience in Alaska preferred.

Salary: Dependent on experience.

Position open until filled.

Organization Description:

Established in 1958, Southeast Conference (SEC) is the state and federally-recognized economic development district for Southeast Alaska. SEC works collaboratively with municipal, Tribal, and business leaders to advance regional economic and community development priorities. Our work has been focused on regional transportation policy and infrastructure; sustainable affordable energy for all Southeast Communities; support for our mariculture, fishing, and fish processing industries; sustainable food security; and workforce development. We have a 13-member, volunteer Board of Directors and more than 200 member organizations & individuals spread through Southeast Alaska.