# **Program Manager – Capital Programming & Project Development**

Are you an experienced professional interested in congestion planning, intelligent transportation systems, and project development? The South Jersey Transportation Planning Organization (SJTPO) is ready to welcome you to our team! SJTPO is seeking a full-time Program Manager to manage several program areas, including the Transportation Improvement Program (TIP), Congestion Mitigation Planning (CMP), and Intelligent Transportation Systems (ITS) planning, which will advance federally funded projects in the SJTPO region. The SJTPO office in Vineland is within an hour’s drive of countless beautiful beaches, boardwalks, and natural areas, as well as Philadelphia, PA, and Wilmington, DE, and just over 2 hours from New York City, Baltimore, and the Pocono Mountains. New Jersey is consistently rated among the top states in the country for livability factors like Public Safety (#4), Health Care (#4), and Education (#1) according to U.S. News and World Reports and is a diverse and accepting state for persons of all backgrounds.

SJTPO prioritizes a healthy work-life balance for employees, including a 40-hour work week, inclusive of a paid lunch hour, with opportunities to accrue flex and compensatory time when after-hours meetings occur. SJTPO offers a generous benefits package, including excellent health, prescription, vision, and dental plans, participation in the New Jersey State Pension System, providing peace of mind for your retirement, generous holidays (15), vacation (15), sick (15), and personal (3) days, tuition assistance, among other benefits. The starting salary range is $80,000 to $90,000 (Range 8), depending on qualifications and experience.

Responsibilities include, but are not limited to, representing the SJTPO at local, state, and federal events, program management, development of local project efforts, oversight of SJTPO’s Congestion Management Process (CMP), and other related areas. The Program Manager will report directly to the Executive Director and serve in a supervisory position. Fieldwork and travel are required. **A complete job description and detailed requirements are available** [**here**](https://www.sjtpo.org/wp-content/uploads/2023/04/position-available-program-manager_reposted-4.27.23.pdf)**, with additional information about working at SJTPO at** [**www.sjtpo.org/careers**](file:///%5C%5Csjtpo-dc.sjtpo.org%5CSJTPO%20Shared%20files%5CAdministration%5CNEW%20HIRES%5C2023%5CPrincipal%20Planner%5Cwww.sjtpo.org%5Ccareers)**.**

Applicants must have a bachelor’s degree in planning, engineering, or a relevant alternative with a master’s degree strongly desired. Applicants must have at least five years of experience in transportation planning, with at least two years of supervisory responsibility required. A master’s degree or a full year of internship or cooperative education experience can be substituted for one year of experience. Candidates must have excellent written, verbal, and technical communication skills and demonstrate experience in ArcGIS and Microsoft Office applications (Word, Excel, PowerPoint, and Access).

**A cover letter, resume, three references, example(s) of work, a listing of tools, and unofficial transcript(s) or copy of degree certificate as appropriate, must be received as soon as possible and must be received** **via email at** **careers@sjtpo.org** **to be considered for the position.**

**SJTPO is an equal opportunity employer** and encourages and supports diversity in the workplace. Decisions on employment are made on the basis of the qualifications of the individual for the particular position being filled. It is the policy of SJTPO that all employees will be treated equally without regard to race, creed, color, religion, national origin, ancestry, age, sex, marital status, domestic partner status, familial status, domestic partnership status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, veteran status, disability or handicap, or for any other reason prohibited by law. Such employment action includes, but is not limited to, the following: employment, promotion, demotion, transfers, layoffs and termination, recruitment and selection for training, and all SJTPO-sponsored social and recreational programs. For additional details, please refer to SJTA’s (SJTPO’s Administrative Host) Policy on [Equal Employment Opportunity](https://www.sjta.com/sjta/publish/library/policy/101%20Policy%20on%20EEO%20%28Revise%201-09%29.pdf).