

**NORTHWEST MUNICIPAL CONFERENCE**  
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[www.nwmc-cog.org](http://www.nwmc-cog.org)



*A Regional Association of Illinois  
Municipalities and Townships  
Representing a Population of Over One Million*

## **Northwest Municipal Conference Position Opening Program Associate for Transportation**

The Northwest Municipal Conference (NWMC), a council of government representing forty-three municipalities and one township in the north and northwest suburbs, is seeking a motivated, responsible, energetic individual for the position of Program Associate for Transportation.

### **Description of Responsibilities**

The Program Associate for Transportation coordinates transportation planning and programming activities on behalf of NWMC members, assists with project management on regional studies, provides assistance to members in preparing transportation grant applications for federal and state programs and acts as a liaison for members to various federal, state, county and regional transportation agencies. The responsibilities include, but are not limited to, the following activities:

- Represent the needs of NWMC members to the Chicago Metropolitan Agency for Planning (CMAP), the Illinois Department of Transportation (IDOT) and other transportation and planning agencies.
- Manage the Surface Transportation Program (STP) for the North Shore Council of Mayors, including oversight of project funding and implementation.
- Monitor transportation programs including the Congestion Mitigation & Air Quality Program (CMAQ), the Transportation Enhancement Program (ITEP), Transportation Alternatives Program (TAP), Local Technical Assistance Program and the Community Planning Program to ensure municipal access and understanding.
- Assist with managing various NWMC led planning initiatives, such as the NWMC Bicycle Plan, including consultant hiring, plan development and implementation.
- Disseminate information to NWMC membership via NWMC Transportation Newsletter, weekly briefings and other written and verbal means.
- Prepare agendas and minutes for various committees and task forces.
- Perform other duties as assigned by Executive Director, Deputy Director and Transportation Director.

### **Qualifications**

A bachelor's degree in urban planning, public administration or a related field from an accredited college or university is required. Master's degree preferred.

#### **MEMBERS**

Antioch  
Arlington Heights  
Bannockburn  
Barrington  
Bartlett  
Buffalo Grove  
Carpentersville  
Crystal Lake  
Deer Park  
Deerfield  
Des Plaines  
Elk Grove Village  
Evanston  
Fox Lake  
Glencoe  
Glenview  
Grayslake  
Hanover Park  
Highland Park  
Hoffman Estates  
Kenilworth  
Lake Bluff  
Lake Forest  
Lake Zurich  
Libertyville  
Lincolnshire  
Lincolnwood  
Morton Grove  
Mount Prospect  
Niles  
Northbrook  
Northfield  
Northfield Township  
Palatine  
Park Ridge  
Prospect Heights  
Rolling Meadows  
Schaumburg  
Skokie  
Streamwood  
Vernon Hills  
Wheeling  
Wilmette  
Winnetka

#### *President*

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#### *Vice-President*

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Highland Park

#### *Executive Director*

Mark L. Fowler

A successful candidate for the position will also demonstrate the following knowledge, skills and abilities:

- Strong ability to express oneself clearly and concisely both verbally and in writing.
- Solid organizational skills, including the ability to work independently.
- Proven ability to follow complex oral and written instructions.
- Excellent interpersonal skills, especially with elected and appointed local government officials and transportation professionals.
- Working knowledge of federal and state transportation, environment, and economic development programs and agencies is a plus but not required.

### **Application Process**

Applicants must submit the following items to be considered for the position:

- Cover letter;
- Full resume including education, experience and other relevant responsibilities; and,
- Names and contact information for three professional references that have knowledge of the applicant's qualifications for this position.

Please send all three items via email (must include subject line: NWMC Program Associate) to Larry Bury, NWMC Deputy Director, at [lbury@NWMC-cog.org](mailto:lbury@NWMC-cog.org).

Position open until filled. EOE