

NORTHWEST MUNICIPAL CONFERENCE
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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

Arlene Juracek
Mount Prospect

Vice-President

Daniel DiMaria
Morton Grove

Secretary

Kathleen O'Hara
Lake Bluff

Treasurer

Ghida Neukirch
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.

Position open until filled. EOE