

CAPE COD REGIONAL TRANSIT AUTHORITY

DIRECTOR OF TRANSPORTATION RESEARCH AND REPORTING

JOB DESCRIPTION

Primary Purpose:

The Director of Transportation Research and Reporting is a senior level position reporting directly to the Administrator with close collaboration and interactions with other members of the CCRTA's management team. This position is primarily responsible for advancing the CCRTA's "data-driven" analytical capacity through direct research, data analysis, project tracking and the related development of information technology systems in support of these functions.

Essential Duties and Responsibilities:

The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Assembles internal and external transportation related data in order to perform research and provide written analysis that informs the CCRTA's forward thinking approach to the planning and provision of transportation services;
- Routinely interacts and provides information compiled from transportation research and data analysis to the Director of Planning, Grants, and Compliance for the purpose of future transit service planning;
- Works closely with the CCRTA's senior management team, Operator, and external stakeholders to develop project tracking systems to monitor and report on the progress of the CCRTA's transportation operations and various initiatives, including the advancement of a "Dashboard" reporting management system;
- Performs ad hoc research, data analysis, and written documentation on selective topics in support of the Administrator's meetings and events;
- Undertakes special initiatives and projects as assigned by the Administrator;
- In joint collaboration with the Director of Planning, Grants, and Compliance, represents CCRTA at various state, federal, and regional planning agency meetings and conferences, as requested by the Administrator.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- An undergraduate degree from an accredited college is highly desirable;
- Five (5) years previous work experience in a position with comparable management and technical responsibilities;
- An advanced degree may be substituted for up to two (2) years of work experience;
- Demonstrated experience using industry standard software and research validation techniques in the qualitative and quantitative collection, analysis, and reporting of data;
- Work independently and manage multiple responsibilities and tasks with minimal oversight and confidentiality;

- Possess strong organizational, analytical, and communication skills;
- Proficient in the use of Microsoft Office (Word, Excel, PowerPoint and Outlook).

Supervision

The Director of Transportation Research and Reporting is a senior level position that reports to and receives general direction from the Administrator.

Work Environment

The Director of Transportation Research and Reporting will be provided with an office equipped with a telephone, computer and any other equipment necessary to function in this capacity.

Physical Requirements

Minimal physical effort is required to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Submit resumes to kjensen@capecodrta.org no later than March 29, 2022.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by employer, as the needs of the employer and requirements of the job change.