



The Montgomery County Planning Commission (MCPC) is located in a diverse and historic suburban community of over 800,000 people located directly northwest of Philadelphia. We are an award-winning agency with a well-earned reputation as an innovator of cutting edge planning concepts and strategies. Our mission is to provide professional planning services that provide effective solutions to community challenges. We are looking for an outgoing, technically proficient, and highly motivated individual to join our dynamic team of professional planners

POSITION TITLE: Trail Program Manager

POSITION REPORTING: Assistant Director

SALARY: \$ 55,000 (*depending on relevant experience*)

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Manage all phases of several trail development projects at the same time including feasibility studies, trail design, land acquisition and trail construction
- Prepare trail and open space grant proposals
- Assist the Parks, Trails and Historic Sites Division in the development and management of trail and park facilities
- Give public presentations about the Montgomery County Trail system
- Assist the transportation planning section in enhancing bicycle mobility throughout the county
- Work cooperatively with municipal staff, governing boards, and public stakeholders to advance trail development
- Participate at municipal evening meetings
- Write occasional subdivision/ land development and zoning reviews

CANDIDATE QUALIFICATIONS:

- Master's Degree in Planning, Civil Engineering or related field
- Four (4) years of relatable work experience or any equivalent combination of education and experience which provides the knowledge and abilities necessary to be successful in the position- including planning internships, fellowships, teaching assistants and professional planning positions
- Knowledge in all phases of trail development including experience with federal funded projects
- General knowledge of engineering and construction practice
- Considerable knowledge of how transportation projects are implemented preferred
- Considerable knowledge of the applicable state and federal standards preferred.
- Ability to work independently as well as in a team environment
- Must demonstrate strong analytic, written, oral communication skills
- Ability to multi-task and meet deadlines
- Proficient in desktop computing, including Microsoft Office Suite and ArcMap GIS
- Have a valid driver's license and ready access to a motor vehicle

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. Walking is required in field conditions with uneven terrain to perform site visits, acquire information, and perform inspections or to attend meetings. The employee is occasionally required to use hands to handle or feel objects. The employee is also required to kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

The employee must be able to drive to various locations during the day or night and attend meetings that may last several hours.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The noise level in the work environment is usually moderate.