



## Job Description

### ITS America Policy Programs Manager

FLSA CLASSIFICATION: Exempt

REPORTS TO: Vice President of Policy Programs/Director, Mobility on Demand

#### About ITS America

ITS America is the nation's largest organization dedicated to advancing the research, development and safe deployment of intelligent transportation systems. To achieve its mission, ITS America advocates before the Administration, Congress, and regulatory agencies and develops programs on smart communities, connected and automated vehicles, technology-enabled transportation infrastructure, mobility on demand, sustainability and other transformative, emerging mobility technologies.

#### Position Summary

The Policy Program Manager will manage a diverse portfolio of programs and activities as well as contribute to collaborative initiatives to support the policy efforts of ITS America. The Policy Program Manager will work closely with the Vice President of Legislative Affairs, Vice President of Regulatory Affairs and the Vice President of ITS Programs, to fulfill the programmatic initiatives of each of the Standing Committees. The Policy Program Manager will be a content expert that will help to promote an innovative, user-focused approach to transportation that leverages cooperative Intelligent Transportation Systems (ITS), integrated transportation networks and operations, real-time data, emerging technology and mobility services. This position will be an integral member of the public policy team in supporting the advocacy objectives of the Association.

The Policy Program Manager will facilitate the work of member-led committees, partners and consultants to support ITSA's programmatic and strategic objectives related to advancing intelligent transportation for a safer, greener, smarter transportation future. Duties include:

- Guiding a variety of programmatic activities related to connected automated vehicles, smart infrastructure, sustainability, mobility on demand and emerging technologies, including:
  - Serving as advanced mobility content expert that can guide programmatic activities and initiatives including:
    - Tracking and engaging with national and global mobility trends, technology developments and partners for integration into ITS America's programmatic strategies

- Participating in industry efforts including those led by joint federal collaborations (USDOT, ITS JPO, FTA, FHWA, other), academia and transportation centers, other industry associations
- Developing and overseeing project-wide administrative processes that may include:
  - Creating a charter, work plan, decision-making structure, and other documents necessary for successfully running each project.
  - Creating program-wide communications, including presentations, supporting materials, file-sharing sites, and email distributions.
  - Manage overall timeline and schedule for project activities;
  - Facilitate meetings in person and by phone/webinar;
  - Monitoring project efficacy through regular evaluations and reports; and
  - Ensuring compliance with contractual requirements and reporting deadlines to external entities.
- Preparing and reviewing of content for programmatic and policy publications, white papers and other materials, as well as responding to technical inquiries.
- Organizing and managing technical content of networking and education activities to amplify the work of the Policy Department, including webinars, workshops, conference sessions, roundtables, and training courses;
- Creating, coordinating and expanding collaborative activities with partner organizations, public agencies, and industry groups; and
- Identifying potential grants or funding partners to support programmatic activities, including grant-writing and budgeting.

### Qualification, Knowledge and Skill Requirements

- Bachelor's degree required, plus 5+ years of technology or transportation experience.
- Background in urban planning, transportation, or mobility is required.
  - Experience with sustainability, electrification, emerging technologies such as automated and connected vehicles is desired.
- Must be a self-starter, with a proven ability to work independently, and manage budgets and time.
- Energized by creating and implementing new initiatives.
- Demonstrated ability to manage multiple projects of various sizes and associated deliverables.
- Strong interpersonal and communications skills with a passion for transportation technology policy goals.
- Proven skills in network building, stakeholder outreach and engagement.
- Excellent written and verbal communication skills, including editing, and the ability to present information in a clear and compelling manner.
- Experience developing publications, communications, and marketing materials is desired.



- Capable of digesting and quickly understanding complex transportation technology policy matters.
- Strong public speaking and presentation skills.
- Excellent organizational skills and ability to multi-task.
- Proficiency in Microsoft Word, Excel, and PowerPoint.

### Travel Requirements

- Overnight, non-local travel ~ 15% of the time.

### Physical Demands

- Tasks involve some physical effort, including light to moderate standing and walking, frequent light lifting (up to 15lb.), and minimal dexterity in the use of fingers, limbs, or body in the operation of routine office equipment. Tasks may involve extended periods of time at a computer to perform majority of the work.
- Extended period of sitting at a workstation or desk. Manual dexterity to work efficiently on computer keyboard for data entry and use other electronics and equipment routinely found in a professional office setting.
- Task requires:
  - Sound perception and discrimination
  - Visual perception and discrimination
  - Oral communications ability

### Work Environment

Consideration will be given to remote, virtual working environment. All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. This position is performed in a typical office environment where the noise level is usually quiet to moderate. Work may occasionally be performed in public setting or venue such as conferences or workshops where moderate to loud noise from multiple ongoing conversations and presentations may be simultaneously occurring. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. Safe use of equipment, as well as safe practices while on ITS America or Customer property is essential.

### Disability Specification

ITS America will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and its amendments as well as other applicable local and state employment and disability laws. ITS America is an Equal Opportunity Employer (EOE)