



## **WESTSHORE ALLIANCE POSITION OPENING**

### **Director of Transportation & Planning Transportation Management Organization**

The Westshore Alliance is currently seeking candidates to fill the role as the organization's Director of Transportation and Planning. The Westshore Alliance is a business-based, membership-driven organization dedicated to improving the quality of life for the nearly 94,000 employees that call Tampa's Westshore District their working home. Responding to the needs defined by member companies, the Alliance has made significant progress in the areas of transportation, beautification, marketing of the district and crime prevention in Westshore.

#### **Position Summary:**

The Director of Transportation and Planning is responsible for developing a comprehensive transportation demand management program to improve mobility options for Tampa's Westshore District. To succeed in this position, independent judgment and discretion is often utilized to accomplish duties to develop, implement, and manage effective transportation demand management activities.

#### **Responsibilities:**

- Develop transportation demand management strategies and projects to improve mobility within and to the Westshore District.
- Serve as project manager for select transportation studies, programs and capital improvement projects for the Westshore District.
- Advocate, monitor and collaborate with local and state government and transportation agencies on projects that impact the Westshore District.
- Serve as subject matter expert on transportation issues affecting Westshore and provide interpretation/communication of such issues to Westshore businesses, Alliance members, Alliance leadership and elected officials.
- Coordinate activities with regional Commuter Assistance Program and other area Transportation Management Organizations.
- Acquire/maintain working relationships with local and regional senior transportation officials and staff.
- Create, head and/or serve on various committees and task forces.
- Coordinate and plan bi-monthly Transportation Committee meetings, in conjunction with Transportation Committee Chair.
- Apply for and manage grants and applicable matching funds to meet budget goals.
- Maintain and update database of Westshore area transportation projects, plans and studies.
- Provide transportation content to Marketing Coordinator for utilization on website, newsletters, presentations and other communication platforms.

- Prepare an annual budget.
- Create monthly, quarterly and annual reports.
- Perform other duties as may be assigned.

**Education/Experience Requirements:**

- A Bachelor's degree in Planning, Management, Marketing, Communications or a related field is required.
- Three to five years' experience in a related field is required. Planning, Transportation Demand Management and/or community outreach experience is strongly preferred.
- Extremely organized and detail oriented.
- Experience in project management including planning, budgeting, process management and reporting.
- Experience in public information, public affairs, and/or community outreach helpful.
- Ability to express ideas clearly and persuasively, both orally and in writing, to a variety of audiences.
- Experience working with and managing consultants.
- Excellent time-management skills: the ability to multitask and prioritize limited time and resources.
- Ability to make independent judgments and use discretion to accomplish duties.

**Working Conditions:**

- Full-Time Position. Standard office hours are Monday to Friday, 8 a.m. to 5 p.m. Hours may vary occasionally to accommodate special events and meetings.
- Occasional local travel during the work day to attend meetings.

**Compensation:**

Position offers a competitive salary. Benefits provided include health insurance, long-term disability insurance, paid vacation and annual sick leave.

Please email cover letter and resume to:

Ann Kulig  
Westshore Alliance  
[Kulig@westshorealliance.org](mailto:Kulig@westshorealliance.org)

NO CALLS PLEASE