

**Westshore Alliance  
Director of Transportation and Planning**

**Position Summary:**

The Director of Transportation and Planning is responsible for coordinating advocacy efforts, managing projects, and working with partners to support economic development in 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 advocacy, economic development, public policy, transportation demand management, and urban planning activities.

**Responsibilities:**

- Commitment to facilitating the growth of the Westshore District and the larger Tampa Bay community.
- Advocate, monitor, and collaborate with local and state government and transportation agencies on projects that impact the Westshore District.
- Develop transportation demand management and urban planning strategies and projects to improve mobility and economic development within the Westshore District.
- Serve as project manager for select transportation and urban planning studies, programs, and capital improvement projects for the Westshore District.
- Serve as subject matter expert on transportation and urban planning issues affecting Westshore and provide interpretation/communication of such issues to Westshore businesses, Alliance members, Alliance leadership, and elected officials.
- Coordinate and plan Transportation Committee, Master Plan Committee, and Public Art Committee meetings in conjunction with committee chairpersons.
- Coordinate Master Plan and Overlay District activities with City of Tampa and Hillsborough Planning Commission staff.
- Support programming of the Westshore District Foundation.
- Coordinate activities with regional Commuter Assistance Program and other area Transportation Management Organizations.
- Acquire and maintain working relationships with local and regional senior transportation and planning officials and staff.
- Create, head, and/or serve on various committees and task forces.
- Apply for and manage grants and applicable matching funds to meet budget goals.
- Maintain and update the Westshore Transportation Action Plan
- Support goals of the Westshore Alliance Strategic Plan.
- Provide transportation content to the 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, including assisting staff during event programming and communications outreach.

**Education/Experience Requirements:**

- A Bachelor's degree in Planning, Management, Communications, Political Science, or a related field is required.
- Two to four years of experience in a related field is required. Planning, Transportation Demand Management, Public Policy, Military, and/or community outreach experience is strongly preferred.
- Highly organized and detail oriented, with a strong work ethic.
- Experience in project management including planning, budgeting, process management and reporting.
- Experience in advocacy, public information, public affairs, and/or community outreach.
- Ability to express ideas clearly and persuasively, both orally and in writing, to a variety of audiences.
- Experience working with business owners.
- Excellent time-management skills, including multitasking and prioritizing limited time and resources.
- Ability to make independent decisions and use discretion to accomplish duties.

**Working Conditions:**

- Full-time, in-office 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.
- The Westshore Alliance accommodates working from home when needed due to personal or family health and safety concerns.
- The Director of Transportation and Planning reports to the Executive Director and is expected to work with other staff members regularly to accomplish the organization's goals.
- Occasional local travel during the workday to attend Westshore Alliance hosted events or meetings.

**Application Process:**

- Applicants must complete the application form that has been provided with this posting. Applicants must provide names and contact information for professional references.
- Applicants must provide a cover letter and resume explaining why they are the most qualified candidate for the position.
- Applicants must consent to a criminal background check prior to signing their acceptance letter.
- Email all requested information to [careers@chooswestshore.com](mailto:careers@chooswestshore.com). Applications will be accepted until the position is filled.
- Applicants that do not submit all required materials will not be considered.
- No phone calls, please.



# EMPLOYMENT APPLICATION

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

\_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference?      YES      NO  
        

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_