



## **JOB OPENING**

University Circle Inc. (UCI) is a 501(c)(3) community service corporation responsible for the growth of University Circle as a premier urban district and world-class center of innovation in health care, education, and arts & culture. UCI is seeking an energetic, creative, dedicated team member to fill the position of Manager of Transportation.

### **UNIVERSITY CIRCLE INC. MANAGER OF TRANSPORTATION**

Integral to the success of University Circle as Cleveland's center of art, culture, and healing, is the role of UCI's Manager of Transportation. As part of UCI's Community Development department, the Manager of Transportation reports to the Senior Director of Planning and Community Development and works closely with the Director of Real Estate and the Planning and Design Manager to both plan for the district's future and manage the built environment. The Manager of Transportation manages UCI's parking assets, coordinates district-wide transportation demand management (TDM) in partnership with University Circle institutions, and leads community road safety efforts in partnership with the University Circle Police Department (UCPD). The key responsibilities of the University Circle Inc. Manager of Transportation include:

#### *Transportation Demand Management (TDM)*

- Leading district-wide transportation planning and programming in University Circle;
- Implementing the recommendations of the Moving Greater University Circle (MGUC) Plan, including the capital projects, programs, and services outlined in MGUC;
- Convening the Sustainable Transportation Advisory Committee with institutional and public sector representatives to advance sustainable transportation initiatives in University Circle;
- Increasing public awareness of transportation options and programs through University Circle's sustainable transportation brand, uGO University Circle ([www.uGOinthecircle.com](http://www.uGOinthecircle.com));
- Regularly tracking and reporting out on project metrics and transportation service usage.

#### *Road Safety*

- Managing Project Yield, a local pedestrian safety initiative initiated by UCI & the UCPD;
- Leading and working with community stakeholders to advance local biking initiatives including but not limited to UCPD's Pedal with Police program, bicycle and pedestrian safety messaging, and bicycle/shared mobility safety events;
- Regularly communicating and engaging with the University Circle stakeholders and the public on road safety efforts;
- Tracking pedestrian safety data to inform UCI's awareness, advocacy, and enforcement efforts.

#### *Parking*

- Managing UCI parking policy including pricing, parking requests, and lease agreements for the use of UCI parking facilities;

- Managing the parking operator who provides enforcement and day-to-day oversight of UCI-owned facilities;
- Serving as the main point of contact for parking agreements with University Circle parking facility owners.

In addition to the actions outlined above, the Manager of Transportation should identify opportunities to use technology in ways that support the district's goals, attend relevant community meetings to listen and share updates, and advance a more equitable approach to transportation management by regularly supporting the most vulnerable users of University Circle's streets. UCI staff are expected to support and attend UCI-led community events that often take place outside of regular business hours.

### **REQUIRED QUALIFICATIONS**

- Bachelor's Degree in urban planning, engineering, public administration, public policy, or related fields and at least five years of relevant experience;
- Direct experience with program development and execution, budget management, meeting facilitation, and facilitation of creative partnerships;
- Direct experience working inter-departmentally to reach a common goal;
- Proficiency in database management and data analysis;
- Proficiency in Microsoft Office applications (Word, Excel, Outlook, Powerpoint), internet research, and mobile applications;
- Strong verbal and written communication skills;
- Strong organizational skills;
- Strong interest in community-based transportation planning;
- Ability to work with a diverse set of community and institutional stakeholders.

### **DESIRED QUALIFICATIONS**

- Master's Degree in urban planning, engineering, public administration, public policy, or related fields and at least three years of relevant experience;
- Experience in transportation planning, environmental planning, and/or economic development;
- Proficiency in GIS or other mapping software;
- Grant writing experience, including private and public sources.

### **HOURS AND COMPENSATION**

Full time, 40 hours per week, plus some evenings and weekends. UCI is currently offering a flexible work schedule. The salary range is \$50,000-55,000, commensurate with qualifications and experience. UCI benefits include but are not limited to healthcare insurance options, retirement plans, pre-tax transit pass purchasing option, a parking cash-out program, and an on-site bike fleet for employee use.

### **TO APPLY**

Send your resume and cover letter to [resume@universitycircle.org](mailto:resume@universitycircle.org) by Friday, February 4.

University Circle Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. We celebrate diversity and are committed to providing an inclusive environment for all employees.