

JOB OPPORTUNITY

Title: Director, Planning
FLSA Status: Salaried / Exempt
Start Date: February 2015



The Pittsburgh Downtown Partnership is seeking qualified candidates for a new position, the Director of Planning. Formed by Downtown businesses, professionals, civic organizations, foundations, and residents, the Pittsburgh Downtown Partnership, develops and implements innovative programs and initiatives to enhance the Downtown neighborhood. We also promote and market this great urban center to millions of people as the region's premier destination to do business, to call home, or to visit for the best in shopping, dining and entertainment. The PDP also stands as staunch advocates for all those who make Downtown part of their lives—from businesses to workers to residents.

Position Summary

The Director of Planning is responsible for the creation and implementation of a 21st century vision for the sustainable and efficient development of a Downtown for all. The Director will bring together both public and private partners to develop a "complete streets" transportation and placemaking initiative that will serve as a national model for innovation, comprehensive, aesthetically-pleasing, and technologically-advanced planning, design and construction in an urban setting.

The Director of Planning is a full time position that will work closely with senior leaders of the Pittsburgh Downtown Partnership, the City of Pittsburgh, funders and Downtown stakeholders to carry out projects that support the creation of a vibrant and accessible Downtown for everyone.

The Director of Planning will work with partners to implement initiatives that support the following goals:

- Reducing congestion and improving efficiency
- Improving public safety, convenience, and cleanliness
- Enhancing equity, accessibility, and availability of real-time information and choices for users of all transportation systems (cars, trucks, bikes, transit, pedestrians)
- Strengthening the Downtown economy
- Furthering the resiliency and sustainability of Downtown
- Improving the experience of living, working, and visiting Downtown

The Director will conduct a range of activities, including:

- Convene, educate, and build relationships among diverse Downtown constituencies
- Function as an information sharing clearinghouse to vet, coordinate, and prioritize projects
- Identify and facilitate the completion of specific demonstration placemaking projects
- Develop aspirational plans and standards for design and construction of public spaces such as streets, sidewalks, plazas, parks, parking, utility infrastructure, etc. that make the Downtown experience better for all (including those driving, cycling, walking, using transit, or otherwise participating in downtown life)
- Establish measurable goals and metrics that will be used to track and communicate progress

- Maximize use of integrated city, county, and other data sources to inform alternatives and support actions

Qualifications

- Bachelor's Degree required; advanced degree preferred in Public Administration, Urban Planning, Engineering, Economics, or a related field
- General knowledge of Transportation Planning, Infrastructure, City/ Municipal Government

Required Skills

- Expert working knowledge of MS Word, Excel, and PowerPoint
- Excellent analytical, organizational, and project management skills
- Successful history of managing diverse groups with varying interest to effectively implement change
- Effective communicator with demonstrated active listening skills and clear verbal ,written communication, and presentation skills
- Ability to establish strong working relationships with diverse groups of people
- Ability to develop creative solutions for a wide variety of activities in a timely and professional manner
- Versatility, flexibility, and a willingness to work within constantly changing priorities in a dynamic workplace
- Preferred knowledge of federal, state, and local government funding, particularly transportation and infrastructure funding

Personal Attributes

- Aggressive and enthusiastic approach to problem solving and goal achievement.
- Ability to work under pressure and face the challenges of a high profile initiative with multiple priorities
- Commitment to excellence
- Proven ability to be a member of a team, working collaboratively in support of the mission of the organization
- Passion for Downtown Pittsburgh

Compensation

The PDP offers a competitive salary and a comprehensive benefits package commensurate with experience. The PDP compensation includes health insurance, Flexible Spending Accounts, 401k, life insurance, and short and long-term disability.

Inquiries

Please send resume, cover letter and salary requirements by January 28, 2015 to the attention of Cindy Day at cday@downtownpittsburgh.com, subject titled: Director, Planning

The Pittsburgh Downtown Partnership is an Equal Opportunity Employer