

## **Project Development Manager**

GoTriangle is located in the Raleigh-Durham region of North Carolina. We have an opportunity for an experienced Project Development Manager. As part of the Project Management Team, the candidate will be responsible for managing the development of the project through the FTA New Starts program as well as managing the cost, schedule, document control, contract administration and budgeting for the Durham-Orange Light Rail Transit (D-O LRT) Project. This position is responsible for the timely reporting of D-O LRT Project status, contract issues, and progress. This position is a direct liaison between the D-O LRT Project consultants and GoTriangle regarding contract administration and records management. The successful candidate coordinates D-O LRT Project tasks with the Project Management Consultant (PMC), General Engineering Consultant (GEC), and other professional service consultants. This position will manage project procurement activities including coordination with the GoTriangle Procurement staff in acquiring additional services as required. The position will also be responsible for coordination with the FTA and the Project Management Oversight Contractor regarding New Starts Applications and Engineering Readiness Documents.

### **Responsibilities include (but not limited to):**

- Overseeing D-O LRT Project consultants on project control tasks including, but not limited to, monitoring and controlling of Project schedules, budgets, contingency, maintenance and updating of the work breakdown structure, and project controls and document control procedures.
- Developing documentation necessary to advance the project through the federal New Starts program including the signing of the Federal Full Funding Agreement, and FTA coordination through construction and start of revenue service.
- Monitoring D-O LRT Project schedule, cost, expenditures, revenues and budget and keeping the Project Management Team updated as to status.
- Overseeing forecasting of schedule and cost impacts of proposed D-O LRT Project scope changes; assisting with development of mitigation strategies.
- Coordinating updates to the Project Management Plan and subplans.
- Coordinating activities necessary to acquire federal and state funding for the project.
- Working with GoTriangle Finance staff to develop a working knowledge of the Bus and Rail Investment Plan's financial model to assist stakeholders with monetary assumptions, decisions, and outcomes.
- Developing graphical presentations for briefing the GoTriangle Board of Trustees regarding budget compliance and financial status for all D-O LRT Project contracts.
- Coordinating D-O LRT Project cost, schedule, and contract-related issues with other GoTriangle departments and the appropriate D-O LRT Project consultants.

The successful candidate must have a Bachelor's Degree from an accredited four-year college in Business Administration or related field. A Master's Degree is preferred along with five years of progressively responsible experience in the scheduling and cost control management of large-scale transit projects. The candidate will possess comprehensive experience in the preparation, budgeting, negotiation and administration of contracts with both public and private organizations. He or she must have thorough knowledge of principles and practices of project management and controls including engineering cost methodologies and scheduling controls, and experience with work breakdown structures and office administration including

document control. A comprehensive knowledge of spreadsheets, scheduling programs including Primavera P6, and presentation software is required. An exceptional level of interpersonal skills is required to effectively communicate with all levels of supervisory and non-supervisory employees and governmental entities.

The projected salary range is \$66,218-123,819. Candidates must fill out an application with a complete salary history in order to be considered for this position.