**Transportation External Relations and Environmental Compliance Liaison**

816 Transportation Program Coordinator

**Typical Job Duties include:**

* Coordination with external agencies:
	+ correspond with agency officials
	+ attend meetings as TDTM representative
	+ assist with intra- and inter-agency agreements development and tracking
* Track and manage overall departmental budget planning documents:
	+ coordinate with Director’s Office, finance and budget teams, and departmental representatives on budget development and forecasting (programming);
	+ attend Pima Association of Governments Committee meetings as TDTM representative to request and monitor future projects and budgets in the 5-Year Transportation Improvement Plan (TIP), 25-year Regional Mobility and Accessibility Plan (RMAP), and the Regional Transportation Authority (RTA and RTA Next);
	+ track annual budgeting process with all agencies;
	+ assist with finding outside funding for projects
* Represent TDTM as our Liaison for Tucson’s Certification Acceptance (CA) agreement program with Arizona Department of Transportation (ADOT):
	+ Primary Point of Contact for all CA Program-related interactions;
	+ Monitor and assist with program requirements and reporting;
	+ Support ongoing coordination with City staff responsible for different areas of compliance within and outside of TDTM;
	+ Arrange/provide training;
	+ Maintain records according to established Federal and State standards
* Track compliance requirements for transportation-related ADA, environmental, and other regulations:
	+ Prepare/coordinate with others on completing documentation, such as: compliance reports, environmental and cultural waivers, Environmental Assessments, Environmental Impact Statements, Section 4(f) permits, and other NEPA-related documentation;
	+ Engage in multiple transportation projects at a time to support project compliance to NEPA, ADA, as well as State of Arizona, and local laws and requirements
	+ Review reports, studies, and permitting documentation for completion and QA/QC
* Prepare clear, concise, and accurate documentation
* Develop training materials and provide training to support departmental goals and compliance requirements
* Provide presentations to staff, community groups, executives, and elected officials
* Coordinate plans and policies with City departments, public commissions, and other entities for construction-related projects to comply with regulations, contracts, and statutory requirements
* Compile and analyze data
* Develop program definitions, plans, and performance measures
* Perform related duties as assigned