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## **Southeast Colorado Thriving Communities Program (SECO\_TCP) SECED, Inc./SE TPR**

### **JOB DESCRIPTION:**

The State of Colorado was awarded a grant from US DOT for the Southeast Colorado Thriving Communities Program (SECO\_TCP) to support Southeast Transportation Planning Region (SE TPR), which represents Baca, Bent, Crowley, Kiowa, Otero, and Prowers Counties and 25 municipalities within those counties. The SECO\_TCP purpose is to advance the vision and goals of the SE TPR's 2045 Regional Transportation Plan, the Southeast Coordinated Public Transit & Human Services Transportation Plan, and local transportation priorities. The technical and capacity building assistance will include:

- identifying funding opportunities in support of the regional transportation priorities and local transportation priorities within the region
- supporting project pre-development scoping and planning
- facilitating collaboration for regional approaches to transportation
- supporting regional economic development, workforce development, and other projects impacted by or with impacts on transportation development
- grant writing, project management, and grant compliance
- capacity building through peer-learning, networking, and knowledge sharing on strategies, tools, and lessons learned.

SECED is the managing agency overseeing the position. The SECO\_TCP employee will be required to work closely with the Colorado Recovery Office, the Colorado Department of Transportation regional staff and Department of Local Affairs (DOLA) regional manager to ensure successful project implementation.

The SECO\_TCP position will be a term-limited, with an anticipated end date of May 31, 2027, with the possibility to extend based on available funding.

This position must work well independently and in a group setting, with peers, and with the public, while providing excellent, respectful customer service and human relations skills, which support the region's TPR mission and values.

We will require a commitment to public service, an innovative and collaborative mindset, a strong desire to achieve results, and the persistence and knowledge needed to help build capacity for member stakeholders that help implement and improve strategies related to transportation related projects that meet and/or address the needs for the residents of SE Colorado.

**Pay Range: \$55,000 annual wage plus health and retirement benefits**

**40 Hours per week required.**

## SCOPE OF WORK

### Description of Services to be Provided:

The employee serving in the capacity of SECO\_TCP will:

- **Stakeholder engagement and communications:** Lead efforts to engage TPR member communities in the SECO\_TCP including identifying priority projects, participating in trainings and capacity building, working with the consultants to advance transportation projects, and conflict resolution if needed.
- **Regional coordination:** Coordinate TPR member communities impacted by regional transportation projects on matters such as building consensus on regional project priorities; participating in 2050 Long Range Transportation Plan as it relates to Thriving Communities goals; coming to agreement on consultant scopes of work; and identifying the lead community for funding applications.
- **Project prioritization:** Identify priority local and regional projects.
- **Consultant coordination:** Assist the state in ensuring that the consultants are meeting community needs by participating in consultant meetings with communities, reviewing consultant outputs, communicating with communities about their consultant experience, and elevating any concerns regarding consultants to the state.
- **Collaboration with the state:** Communicate regularly with the state to ensure that the SECO\_TCP is serving the needs of the communities. Provide the state with data and information needed to ensure that it is able to meet DOT grant requirements.
- **Capacity building:** Identify training needs for increasing long-term capacity of the region to obtain and manage funding for transportation projects. Assist with training logistics (state will pay for training expenses). Recruit participants for trainings.
- **Participate in DOT convenings:** The Department of Transportation will host 2 convenings where TCP participants from across the country will come together. SECED will identify and pay for two representatives from the TPR to attend. Funds have been provided in the SECED budget for this purpose
- **Travel:** This position will require regional weekly travel and attendance at evening meetings on occasion.
- Perform other duties as assigned.

### Reporting and Invoicing

- Invoice the state monthly for prior month expenses. Staff time must be tracked on timesheets and indicate the type of work completed and for which community (or region) the work was completed for.

### Applications:

Email a resume, three references, cover letter citing qualifications, approach to the scope of work, and compelling reason why the applicant is uniquely prepared and positioned for this full-time role to

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**seced@seced.net** no later than **Friday, October 25, 2024**. Applications will be reviewed, and interviews conducted no later than **Monday, November 4, 2024**. Applicants should be prepared to begin the role no later than **Wednesday, November 18, 2024**. Position is open until filled.

### **Applicant Requirements:**

- The ideal candidate should have at least 4 years of professional experience working with federal, state, and local government agencies for transportation or infrastructure/community development projects.
- Should have experience with federal grants, possess an understanding of the federal and state funding process, as well as basic understanding of state and local government structures and operations and the creation of financial budgets and reporting.
- Possess excellent communication skills and presentation skills
- Knowledge of MS Office.
- Applicants with existing connections at the state or local level within the region are preferred, as are applicants located within Baca, Bent, Crowley, Kiowa, Otero and Prowers Counties.
- Knowledge of a specific content area of transportation planning is advantageous but not a requirement.
- \*Note: A degree from an accredited college or university or specialized training in fields relevant to this position may substitute for related occupational experience on a year-for-year basis up to two years.

### **SECED, Inc. offers a generous benefits package including:**

- Medical, dental and vision plan coverage for employee.
- Family Medical Leave Act (FMLA) job protection
- 12 Paid Holidays Annually
- Annual leave and sick leave accrued each month.
- Matching Retirement benefits - including CRA Defined Benefit Plan 401(A) and 457 plans

***SECED/SE TPR is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SECED/SE TPR makes hiring decisions based solely on qualifications, merit, and business needs at the time.***