

November 13, 2018

TO: Members of the AASHTO Board of Directors
FROM: Bud Wright, Executive Director
SUBJECT: 2019 AASHTO Transportation Management Fellowship

Dear Members:

We are seeking bright, dependable, and motivated nominees from the AASHTO member transportation departments for the **2019 AASHTO Transportation Management Fellowship** to work on engineering and transportation policy issues in AASHTO's Washington, DC, office during calendar year 2019. Nominees may have expertise in such areas as:

- Planning and Environment
- Project Delivery and Safety
- Maintenance, Operations, and Freight
- Performance Management
- Funding and Finance
- Multi-modal Policy
- Government Relations
- Knowledge Management

This one-year fellowship provides mid-level transportation professionals (approximately 8 to 15 years' experience) with the opportunity to interact with engineers, policy-makers, and other transportation professionals from across the country, including contacts with colleagues from other State DOTs who will become invaluable resources for the rest of his or her career. In addition, the State DOT benefits from the knowledge obtained and the connections made by the candidate during his/her year at AASHTO, and by gaining a better understanding of the association's inner workings. Finally, AASHTO benefits from the candidate's "front lines" expertise and practical experience in formulating technical documents and policy positions related to association business.

Over the past 15+ years, AASHTO has had the privilege to work with professionals from the State DOTs in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Kentucky, Michigan, Missouri, New Mexico, New York, North Carolina, Oregon, Texas, Utah, and Washington.

During the fellowship year, AASHTO provides a monthly stipend to defray the cost of living in the DC area, as well as reimbursement for all work-related travel expenses, while the State continues to provide the candidate's salary and benefits. Below is a more detailed description of the fellowship position. **Applications are due by Tuesday, December 18, 2018**, and the starting date for the successful candidate(s) will be in early 2019. Please circulate this opportunity among your staff. If you have any questions or would like to discuss this opportunity further, please contact the AASHTO Human Resource Director, Clarisse Bernardes-Coble, at (202) 624-5809 or ccoble@ashto.org.

Attachment

cc: Members, AASHTO Councils and Committees

AASHTO TRANSPORTATION MANAGEMENT FELLOWSHIP POSITION DESCRIPTION 2019

Nature of Position: The successful candidate(s) will assist senior AASHTO staff in the work they perform for the Board of Directors (the Secretaries of Transportation for the State DOTs), as well as one or more Councils or Committees. Candidates must be employed by an AASHTO member transportation department.

The following are some of the potential activities of the successful candidate:

- Contributing to the development of national policy in the areas of transportation safety, operations, project delivery, environment, planning, public transportation, project finance, and transportation of freight.
- Supporting the development, update, and/or implementation of AASHTO's guides, manuals, and technical specifications.
- Working with one or more of the AASHTO Technical Service Programs, such as the National Transportation Product Evaluation Program (NTPEP), the AASHTO Innovation Initiative (A.I.I.), the Operations Technical Service Program, the Transportation Curriculum Coordination Council (TC3), and others.
- Participating and assisting in organizing national meetings and conferences by providing assistance to AASHTO committee members.
- Responding to technical inquiries on AASHTO publications and policies.

Education: A Bachelor's degree in engineering or a transportation- or public policy-related discipline is required.

Skill Requirements: A broad understanding of the technical or policy aspects of one or more aspects of transportation and general knowledge of administrative, legislative, and regulatory processes at the federal and state levels is required. Excellent written and oral communication skills are also required. The successful candidate must be available to travel up to 45 days per year.

Relevant Experience: The ideal candidate will have between 8 and 15 years of professional experience in transportation, preferably at a State DOT. It is also desirable that some experience be at a policy or management level in a state, local, or federal transportation agency.

Relationships: The successful candidate will have contact with AASHTO committee members and other government and industry representatives through meeting attendance, correspondence, and telephone contact, and will assist AASHTO staff members as required.

Position Responsibilities: The successful candidate is expected to work with various AASHTO committees on the development of standards, policy, training, and/or research. This individual may be called on to participate in planning efforts, and is responsible for developing certain elements of the association's annual and spring conferences. Depending on the specific duties assigned, the individual may be expected to assist with publication activities.

The successful candidate will also provide input as requested relative to association policy formulation. This individual will be expected to draft and/or edit transportation policy statements or resolutions related to assigned duties or other areas of interest to the association. However, such positions may not be established without approval by higher authorities.

Expenses: The position includes a monthly living stipend reimbursable to a maximum of \$2,300 per month. AASHTO will pay a one-time round-trip transportation ticket to/from Washington, DC. Appropriate business expenses related to AASHTO work and travel assignments will be reimbursed.

Competition: A panel of AASHTO managers will evaluate applicants. Please [send a resume and letter of endorsement from the State DOT Secretary/Director by Tuesday, December 18, 2018](#), to:

AASHTO
Attention: Human Resource Director
444 N. Capitol Street NW, Suite 249
Washington, DC 20001

Resumes and letters of endorsement may also be submitted by e-mail to Clarisse Bernardes-Coble at ccoble@ashto.org. Since this is a competitive position among interested state departments of transportation, recruitment time is unknown, but is estimated to be 30-60 days from the date of advertisement. EOE/M/F/D.