



Commercial Vehicle Safety Alliance

Improving uniformity in commercial motor vehicle safety and enforcement

Program Director

About the Position:

The Commercial Vehicle Safety Alliance (CVSA) is seeking to hire a program director. CVSA has a small but dedicated staff and the organization is looking to add someone who is driven with a dedication to member service to our energetic, busy team. The successful candidate must be able to work independently, juggle multiple issues, tasks and responsibilities at a time, and enjoy working within a team environment. The ideal candidate will have a diverse skill set who can assist with maintaining existing programs, while also offering and advancing new organizational initiatives. CVSA has a number of program concepts under development and the position will be tailored to meet the new program director's individual skill set. The program director will report directly to the executive director.

Position Description:

The program director will respond to the needs of the membership, provide quality programs and services, advocate the public policy positions of the Alliance's commercial motor vehicle (CMV) roadside enforcement and inspection program activities to the proper constituencies, provide assistance in offering services to members and partners, and work toward the organization's mission, vision and goals.

Position Responsibilities:

The Alliance is seeking an individual with experience and knowledge in as many of the following areas as possible:

- Conducting and/or managing CMV crash investigations
- Developing CMV crash investigation training materials
- Creating CMV crash investigation processes and standards
- Conducting training on CMV crash investigation processes and standards
- Implementing and/or managing CMV roadside inspection, crash and traffic enforcement data collection processes and/or systems
- Coordinating CMV crash data analysis
- Conducting and/or managing CMV traffic enforcement programs and initiatives
- Conducting and/or managing CMV size and weight enforcement programs
- Creating and/or managing CMV judicial outreach programs and initiatives
- Coordinating CMV traffic enforcement and inspection-related activities with a variety of law enforcement agencies
- Coordinating CMV-related activities with a variety of federal departments and their respective agencies

Position Requirements/Qualifications:

- Post-secondary degree and/or several years of demonstrated experience in responsible positions related to regulatory administration and motor carrier regulatory compliance and training, preferably in transportation safety management and/or enforcement
- Experience leading state or national efforts designed to increase the standardization of CMV crash data
- Experience with CMV crash data quality improvement efforts
- Experience as a technical crash reconstructionist
- Specific training and experience related to CMV crash reconstruction

- Experience using CMV crash data in a real-world application to effectively reduce crashes
- Experience with the CMV roadside inspection process
- Experience related to CMV traffic enforcement activities, initiatives and programs
- Experience with CMV size and weight enforcement programs
- Experience creating and/or managing CMV judicial outreach programs and initiatives
- Experience working with a variety of law enforcement agencies on CMV-related activities
- Experience working with a variety of federal departments and their respective agencies on CMV-related initiatives
- Experience managing financial resources and encouraging innovative approaches to deliver the most effective and efficient training possible
- Leadership experience on state, national or international boards or committees related to CMV safety
- Demonstrated abilities in developing and maintaining effective, positive working relationships with internal and external stakeholders
- Strong organizational abilities, including the ability to coordinate multiple projects simultaneously in a fast-paced and challenging environment
- Extensive public speaking experience
- Strong project management skills, including planning, scheduling and communication
- Self-reliant and capable of quickly solving problems and resolving conflicts at various levels
- Ability to think critically and make decisions based on previous experience
- Ability to provide exceptional, hands-on customer service by phone and email
- Strong attention to details and deadlines
- Exceptional verbal, written, listening and interpersonal skills
- Ability to collect data, create reports, and prepare written communications with an attention to detail and accuracy
- High level of proficiency with Microsoft Office Suite, including PowerPoint and Excel
- Program/project management experience
- Team orientated
- Ability to travel

Salary Requirements:

The salary for this position is commensurate with experience, plus a competitive benefits package.

To Apply:

Please submit your resume with a cover letter explaining why you are interested in the program director position, why you are qualified and your salary requirements to hr@cvsa.org. Applications are due Dec. 31, 2018.