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TO: Members of the AASHTO Board of Directors

FROM: Bud Wright, Executive Director

SUBJECT: 2017 AASHTO Transportation Management Fellowship

DATE: Monday, November 28, 2017

Dear Members:

We are seeking bright, dependable, and motivated nominees from the AASHTO member transportation departments for the **2017 AASHTO Transportation Management Fellowship** to work on engineering and transportation policy issues in AASHTO's Washington, DC, office during calendar year 2017. Nominees should have expertise in one or more of the following areas:

- Safety
- Maintenance
- Highway and Structure Design
- Operations
- Environment
- Planning
- Traffic Engineering
- Materials
- Freight
- Funding and Finance
- Public Transportation
- Rail Transportation
- Aviation
- Government Affairs
- Active Transportation (Bicycle and Pedestrian)

This one-year fellowship provides the successful candidate(s) with the opportunity to interact with engineers, transportation professionals, and policy-makers from across the country, making contact 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, as well as 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 transportation professionals from the State DOTs in Arizona, California, Colorado, Hawaii, Idaho, Illinois, Kentucky, Michigan, Missouri, New Mexico, New York, North Carolina, Oregon, and Utah.

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 Friday, January 6th, 2017**, and the starting date for the successful candidate will be in early 2017. Please circulate this opportunity among your staff. If you have any questions or would like to discuss this opportunity, please contact the AASHTO, Jessica Trejo, at 202-624-5800 or jtrepo@ashto.org.

cc: Members, AASHTO Standing Committees

**AASHTO TRANSPORTATION MANAGEMENT FELLOWSHIP
POSITION DESCRIPTION 2017**

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

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

- 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 AASHTOWare, 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;
- 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;
- Participating and assisting in organizing national meetings and conferences by providing assistance to AASHTO committee members; and
- Responding to technical inquiries on AASHTO publications and policies.

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

Skill Requirements: A broad understanding of the technical aspects of one or more aspects of transportation and 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: Approximately 8 to 15 years of professional experience in transportation is desired, 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 by the Program Director.

Position Responsibilities: The successful candidate is expected to work with various AASHTO committees on the development of standards, 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 resume and letter of endorsement from the State DOT Secretary/Director by Friday, January 6, 2017***, to:

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

Resumes and letters of endorsement may also be submitted by e-mail to Jessica Trejo, at jtrejo@ashto.org or by fax to 202-624-8471. 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.