

## METROPOLITAN PLANNING ORGANIZATION

### JOB DESCRIPTION: DIRECTOR

**Status: Full Time Position**

**Classification: Exempt**

#### **SUMMARY OF POSITION**

Under the direction of the Metropolitan Policy Board, (MPO Policy Board), the Metropolitan Planning Organization (MPO) Director is responsible for the management, coordination, and administration of MPO staff, budget and facilities; and for communication with the press and local community regarding MPO activities.

#### **SUPERVISION RECEIVED AND EXERCISED**

- MPO Director reports to the MPO Policy Board (PB) at large, with frequent coordination with the MPO Policy Board Chairman.
- MPO Director provides direct oversight of MPO assignments and projects.
- Manages the MPO budget and coordinates compliance with the procurement and human resources policies of the fiscal agent.
- Works closely with the MPO P B, members of the MPO, the Technical Advisory Committee, local and state agencies, and municipalities that lie in the defined metropolitan area that the MPO serves.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

##### **Management Essential Duties:**

- Ensure timely development and implementation of the required planning documents including the Unified Planning Work Program, the Transportation Improvement Program, the Annual Performance and Expenditure Report, and the Metropolitan Transportation Plan
- Proactively manage the MPO budget to ensure it is within fiscal constraints of the approved UPWP.
- Present accurate financial reporting of the MPO budget and expenditures to the PB on a regular basis.
- Coordinate and pursue timely billing cycles of invoices received from vendors and reimbursements requested from agencies with the fiscal agent.

##### **Technical Essential Duties:**

- Ensuring timely dissemination of meeting notification, preparation of agenda, preparation and distribution of minutes, and provision of supplemental information for the meetings for the PB and other committees created in the bylaws

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or by the MPO PB.

- On a strict timeline, prepares planning related documents and approves billings for reimbursements as required by state and federal regulations and laws, ensuring their timely submittals to MPO PB and state and federal agencies, for their review and approval.
- Prepare, plan, evaluate project methodologies, and conduct technical studies, within the MPO urban area boundary, both in-house and outsourced to qualified consultants.
- Develop scope of services for work to be outsourced, including the hiring of qualified consultants, negotiation of fees, undertaking project management responsibilities to monitor progress, timeline, budget, quality assurance, and acceptance of final deliverables for highway transportation projects
- Organize, and coordinate public involvement process, including outreach initiatives within the MPO communities to bring awareness and involvement of the communities related to transportation planning and funding.
- Present findings and results of studies undertaken to the MPO PB for approval and implementation.
- Prepare in-house reports, memorandums, and other related correspondences as needed.
- Coordinate, oversee, and participate in the compilation and maintenance of transportation and demographic databases.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Coordinate all tasks of the MPO with Transportation Advisory Committee, PB, and external agencies.
- Manage and maintain all MPO records in accordance to state and federal regulations.
- Manage, coordinate, and/or participate in a variety of transportation planning activities.
- Stay abreast of state and federal legislation and policies, and summarize potential impacts of proposed changes.
- Overnight travel to necessary meetings in Texas and other parts of the United States will be required.
- Manage MPO's cooperative decision-making process, including public involvement activities.
- Perform such other related duties as may be assigned by the MPO PB, or otherwise required by state or federal regulation.

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### **KNOWLEDGE, SKILLS & ABILITIES**

#### **Considerable knowledge of the following:**

- Knowledge of transportation planning software such as TransCAD (or equivalent) and ArcGIS.
- Knowledge of transportation planning process and procedures
- Knowledge of State and federal legislation and rules governing the MPO process, federal transportation programs, state transportation programs and funding allocation process
- Knowledge of engineering principles
- Ability to initiate, motivate, communicate, and present ideas, sometimes abstract, related to transportation network planning, funding, multi-modal transportation needs, and budget
- Proficiency in Microsoft Office related applications
- Establishing professional working relations with numerous agencies

### **LICENSURE REQUIREMENTS**

- Certified as a Professional Engineer
- A Class C Drivers License is required for this position.

### **REQUIRED QUALIFICATIONS**

- Bachelor's degree (urban/regional/transportation planning or civil engineering preferred) and a minimum of 4 years progressive experience in related field of transportation planning and/or urban planning and development (experience in transportation planning with an MPO, COG, local governments, state or federal agencies involved in metropolitan transportation planning preferred);
- Professional Engineer certified by the state of Texas or the ability to gain certification within six (6) months
- Certified by the Texas Department of Transportation under the “Local Government Projects Program” or the ability to gain certification within six (6) months
- Minimum of 2 years of supervisory or management experience.

### **CLARIFICATIONS**

- The duties and responsibilities contained herein are not a complete list of duties and responsibilities that are to be performed by the MPO Director. An employee may perform other related duties as assigned.
- The MPO Policy Board reserves the right to waive any specific requirement listed in this job description, if it determines an applicant is otherwise appropriately qualified.