

Western Arkansas Planning & Development District/Frontier Metropolitan Planning Organization has an open position for MPO Director.

Job Description:

Minimum Qualifications: A Bachelor's Degree is required. Experience in city or regional planning, transportation planning, geography as well as MPO experience is preferred. Master's Degree in city or regional planning, public administration or related field is a plus.

Organizational skills, technical writing, fluency in personal computers, word processing, spreadsheet, database and other applications are necessary as is the ability to prepare and present written and oral presentations. Applicant must be able to meet deadlines and other time demands relative to project/task development and completion.

Strong communication skills and the ability to lead a public meeting is a must. Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and state and federal agencies is needed. Applicant must be able to maintain effective cooperative relationships between all levels of government particularly members of the MPO Technical Committee, Policy Board and other established committees. Having considerable knowledge of theory, principles and techniques of the planning profession and development process is needed. The applicant must have considerable knowledge of federal, state and local laws, ordinances and codes pertaining to a wide variety of planning topics.

Job Responsibilities: The MPO Director must be proficient in administrative tasks, report preparation, and program management. The position requires a current understanding of rules and regulations of the U.S. Department of Transportation and more specifically the Federal Highway Administration and the Federal Transit Administration relative to the various components of transportation planning: freight, safety, bicycle/pedestrian, transit, and travel demand development. The applicant must be creative and possess interpersonal relationship skills and be able to generate and conduct work in a team-based environment.

Salary Range: \$50,000 to \$70,000 depending on qualifications. WAPDD has a competitive benefits package including 14 paid holidays, retirement package and employer paid health insurance for employee.

Resume Submittal Deadline: Position is open until filled. Individuals interested in this position please send resume and application information to: Western Arkansas Planning and Development District, P.O. Box 2067, Fort Smith, AR 72902-2067, or via e-mail to wapddcareers@gmail.com.

EOE.

Western Arkansas Planning & Development District, Inc.

JOB DESCRIPTION

Position: MPO Director

Reports To: Executive Director

FLSA Status: Exempt

Position Overview

The MPO Director must be proficient in administrative tasks, report preparation, and program management. The position requires a current understanding of rules and regulations of the U.S. Department of Transportation and more specifically the Federal Transit Administration relative to the various components of transportation planning: freight, safety, bicycle/pedestrian, transit and travel demand. The applicant must be creative and possess interpersonal relationship skills and be able to generate and conduct work in a team-based environment and provide overall strategic planning as directed by the Executive Director for the Frontier MPO/MSA.

Essential Job Functions

- Act in senior management capacity for WAPDD as Director of the Frontier MPO
- Manage and supervise WAPDD designated staff of the Frontier MPO
- Serve as an official signatory of WAPDD bank accounts
- Prepare grant documents, reports, and forms required to receive funding by the State and Federal agencies including but not limited to: UPWP, Title II and VI Plans, APER, GIS, Crash data, MTP, pedestrian and bicycle plans, freight plans, performance measures, traffic studies, TIPs, ALOPs, SAFE ride studies, DBE and Title VI public participation, Surveys, performance targets, etc
- Manage, direct and implement: Frontier MPO program support and administration, general development and comprehensive planning, long-range transportation planning, short-range transportation planning, transportation improvement program and local transit assistance
- Frontier MPO Policy Board and Technical Committee Meetings, Agendas, Minutes, and By-laws
- Maintaining Frontier MPO Policy Board and Technical Committee memberships
- Tracking of Program Performance and Progress Reporting including the review, approval, and submission of required reports to the State and Federal Government.
- Monitoring of sub-recipients and contractors to ensure compliance with State and Federal laws and regulations
- Procurement policies, procedures and implementation for Frontier MPO state and federal compliance
- Development and maintenance of the Districts MPO Financial, Procurement, & Monitoring Policies and Procedures for State and Federal Compliance
- Liaison and coordinator of Transportation with Local, State, and Federal Officials
- Coordination of Audits for independent and local, state, and federal government related to the Frontier MPO

The duties and job functions may not encompass all activities and will include other duties as deemed necessary and assigned by the Executive Director.