

MAJOR FUNCTION

This is managerial and professional work serving as the Executive Director for the Capital Region Transportation Planning Agency (CRTPA). The CRTPA is a multi-county metropolitan planning organization established by federal and state statute. It has a voting makeup that reflects the multi-county area (Gadsden, Leon, Jefferson and Wakulla) it serves. A considerable degree of independent judgment, discretion and initiative are exercised by the incumbent in carrying out work assignments by and for the CRTPA Board. This position reports to the CRTPA Board. Work is reviewed through reports, conferences, observations and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Meets the needs of the CRTPA Board. Plans, organizes, supervises and coordinates transportation planning activities for the CRTPA. Directs CRTPA staff in the implementation of related policies and procedures. Directs resource allocation to transportation planning efforts and project development programs. Administers, plans, assigns, schedules and coordinates the activities of professional MPO planners, technical specialists and administrative staff involved in the planning, coordinating, implementing and maintaining of an MPO long range, short range or regional transportation planning program; a transportation improvement program; a congestion management or corridor planning program; a multimodal planning program; a transportation land use planning program; or an administrative support activity to meet other state and federal requirements. Prepares and administers the CRTPA budget and seeks alternative funding sources. Assigns, directs, and evaluates professional, technical and clerical staff. Prepares agenda and agenda requests for CRTPA and subcommittees. Performs related work as required.

Other Important Duties

Engages in community involvement related to transportation issues. Assists with statewide transportation policy development through the Metropolitan Planning Organization Advisory Committee (MPOAC) and the review of state planning legislation. Undertakes special transportation projects and studies, as outlined in the UPWP.

DESIRABLE QUALIFICATIONS**Knowledge, Skills and Abilities**

Thorough knowledge of metropolitan planning organization processes, including transportation modeling and statistics. Thorough knowledge of the inter-relationship between planning and other physical and social planning activities. Thorough knowledge of sources of information, current literature and recent developments regarding best business practices and MPO planning including the principles of supervision, organization and administration and knowledge of budget preparation, accounting, economics, and administration. Thorough knowledge of business/public administration with particular reference to MPO, state and federal administration. Knowledge of Florida Department of Transportation (FDOT) and Federal Highway Administration (FHWA) functions and operations including FDOT work program and FHWA funding. Skill in modern technology and computer application related to the function of an MPO. Ability to plan, direct, and supervise agency operations and activities and to analyze facts and exercise sound judgment in decision-making. Ability to analyze complex regional transportation planning issues, develop innovative solutions and implement programs which effectively meet the needs of the CRTPA. Ability to develop and maintain effective working relationships with elected officials, staff, citizens, the FDOT and the FHWA as necessitated by CRTPA work. Ability to communicate clearly and concisely, orally and in writing. Ability to plan, organize, direct and coordinate activities of technical and professional staff. Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed

officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

Minimum Training and Experience

Possession of a master's degree in transportation engineering, planning, public administration, or a related field and four years of professional planning experience; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Established: 09-22-04
01-25-06
06-30-15