

Executive Director - YMPO

SALARY: \$62,846 - \$94,270 Annually

OPENING DATE: 08/05/16

CLOSING DATE: Continuous

JOB SUMMARY:

NATURE OF WORK

Under the policy direction and general guidance of the Yuma Metropolitan Planning Organization's (YMPO) Executive Board, the Executive Director directs the development and implementation of the YMPO's regional and sub regional transportation planning programs, including multimodal transportation planning, transportation system programming, collection and analysis of transportation data, and technical assistance and coordination. The employment relationship of incumbents in this position is "at will", and as such, the employee may be terminated at any time, for any reason, with or without cause.

EXAMPLE OF WORK:

(Illustrative Only) Provides leadership and serves as the administrative head of the organization, and coordinates and supervises YMPO's Technical Advisory committee (TAC), all subordinate program managers and staff, and any special subcommittees; coordinates the multi-jurisdictional planning and programming efforts, development of regional data and information systems, and involving public stakeholders in the planning and programming process; requires considerable technical knowledge of transportation and land use modeling, metropolitan planning and programming regulations, federal certification requirements, and the interrelationships among transportation, land use and the environment and techniques to achieve livable community objectives through transportation investments; requires considerable exercise of personal initiative and independent judgment; provides overall management direction for all transportation planning and programming projects and work elements done in consultation with a variety of transportation stakeholders in the region; responsibilities include achievement of YMPO's mission, particularly as related to Transportation Planning and Programming, delivery of services and products, resource utilization, organizational structure, internal operations, organizational performance measures, generating community goodwill, and being accountable to the public; provides guidance in the development and implementation of YMPO's Transportation Planning Program strategic planning process, project management activities, and critical management processes and controls; provides direction in the development of regional transportation policies, plans and programs; (Development of the Transportation Improvement Program, Air Quality Conformity Analyses, Annual Work Program, and the Regional Transportation Plan) Ensures agendas are properly prepared for and attends meeting of the YMPO's Executive Board, TAC and other committees as necessary; reviews, modifies, and approves draft and final reports, policies, programs, and plans produced by the TAC, YMPO staff and consultants; evaluates progress of work products and delivery of services; represents YMPO on various federal, state, and regional committees, as needed or desirable to complete and foster program goals; represents the YMPO at public events, legislative hearings, citizen forums, makes presentations to civic groups, governmental advisory commissions and boards, appears on radio/television public interest programs, and other forums as required; responds to inquiries from media reporters, editors, elected officials, jurisdictional managers, and program managers, as well as the general public; develops and monitors budgetary requirements and impacts of the Annual Work Program; provides planning assistance to member agencies, upon request; regular and reliable attendance is required; performs other duties as assigned.

EXPERIENCE AND EDUCATION:

Bachelor's degree in engineering, planning or related field AND five (5) years of regional transportation planning experience; AND two (2) years of supervisory experience; OR an equivalent combination of education and experience; must possess and maintain a valid driver's license;

requires successful completion of a background check.

This position is advertised from the minimum to the maximum annual salary. Salary will be determined on education and experience at the time of offer.

This is not a position within Yuma County

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of MPO, Federal Highways Administration, and Federal Transit Administration regulations, policies, and procedures; urban transportation planning, land use, air quality, and financing, and environmental issues; public administration, policy development of governmental operations, legislative and executive processes, and public finance.

Skill in: Principles of administration, including personnel, budgeting and organization; planning, organizing and directing a regional transportation planning program; supervising staff in carrying out complex and varied planning activities; communicating clearly and concisely both verbally and in writing; organization and communication; maintaining effective working relationships.

Ability to sit, stand, walk and bend; communicate effectively verbally and in writing; develop, administer, interpret, and communicate plans, policies, and data; interpret, explain, and apply applicable laws, rules, and regulations; serve as advisor to the Executive Board, Technical Advisory Committee, member agencies and their staffs, on planning matters; prepare and enforce procedures relating to personnel, training, budget and organization; establish and maintain cooperative working relationships with subordinates, elected/appointed officials and their staffs, and the general public; work in varying extreme weather conditions; attend work related events during evenings and weekends, as directed.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://yumacountyaz.gov>