



# VACANCY ANNOUNCEMENT

## CITY OF FLAGSTAFF

*"We Make the City Better"*



**Date Posted:** August 31, 2018  
**Vacancy No:** 103-18  
**Position Title:** Flagstaff Metropolitan Planning Organization Executive Director  
**Division / Section:** City Administration/Administration  
**Closing Date:** September 14, 2018  
**Position Status:** Full Time (40 hours per week); FLSA Exempt; Contract; & Benefit Eligible  
**Work Week:** Monday – Friday; Winter Hours 8am-5pm; Summer Hours 7am-4pm  
**Salary Range:** \$110,000.00 \$130,000 Annually DOE  
**Recruitment:** City website; League; ICMA; American Planning Association (APA); APA – AZ Chapter; American Public Transportation Association

### ADDITIONAL INFORMATION:

Actively supports and upholds the City of Flagstaff's and FMPO's stated mission, vision and values. The Executive Director is expected to exercise comprehensive independent judgment, initiative, and professional expertise for the long-term welfare and day-to-day administration, management, and supervision of the Flagstaff Metropolitan Planning Organization (FMPO). This position provides visionary, innovative leadership, which encourages and recognizes creativity, risk-taking, flexibility and facilitation of the highest level of service to the FMPO's customers; both internal and external. The Executive Director is accountable to the Executive Board that is comprised of elected and appointed officials from the City, County, State, and Regional organizations. The City is the host agency managing the day-to-day operations (i.e. budget and procurement processes, communication technologies, etc.) through various internal service departments including Human Resources, City Attorney's Office, City Manager's Office, Finance and Information Technology.

The Executive Director is responsible for providing inter-agency and multi-disciplinary leadership in land use and transportation planning among local, state and federal agencies including varied public and private sector partners. Defining aspects of this position are visionary leadership, persuasive advocacy, effective coalition building, strategic planning, tactical prioritization and savvy financial management. The Executive Director is expected to deftly leverage human and financial resources of many partner agencies towards the conception and completion of complex, long-range and highly impactful transportation and land-use plans and projects.

### ADMINISTRATIVE DUTIES

- **Supervisory:** This job has full responsibility for direct or indirect supervision (hires, directs, schedules, transfers, promotes, rewards, disciplines, and terminates other employees) for the FMPO, including the FMPO Manager, Consultants and Consulting Teams. Contracted and non-City FMPO staff may include Administrative, Grant-writing and Financial Management Staff, Transportation Planners, Multi-Modal Planners, Associate Planners, Volunteers and interns.
- **Budgetary:** The Executive Director has full responsibility for budgeting, including revenue development, expense projections, and short and long-term capital and operational budgets for the FMPO.
- **Strategic Planning:** The Executive Director has full responsibility for leading strategic planning (develops, implements, interprets, and manages) for the FMPO.
- **Policies/Procedures:** This job has full responsibility for policies and procedures, including developing, implementing, and interpreting policies and procedures for the FMPO. This includes administrative and fiscal policies that transcend those of the host agency to meet the specific and evolving needs of a dynamic organization.
- **Compliance:** This job has full responsibility for seeing applications, projects and intergovernmental processes through to accurate and timely completion.
- **Communications:** This job has full responsibility for communication to the public and various governing bodies at all levels of government.

- Reporting: This job has full responsibility for reporting to Federal/State/Local agencies (ensures reporting requirements are met, trains others on reporting requirements and methods, and addresses discrepancies in reporting).

### **EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

- Provides excellent customer service to both internal and external customers.
- Makes recommendations and presentations, writes staff summaries, ensures performance measures are met, and balances needs with the FMPO Board's adopted priorities and direction.
- Builds the financial capacity of the FMPO and its ability to attract, secure and leverage multi-million-dollar capital construction projects for the benefit of member agencies and the region.
- Prepares and administers the FMPO budget and exercises control over expenditures.
- Leads research, evaluation and crafting of regional policy initiatives to the FMPO Executive Board and to member organizations, legislative bodies, and federal agencies.
- Leads research, evaluation and crafting of strategic funding initiatives to the FMPO Executive Board and to member organizations, legislative bodies, and federal agencies.
- Develops education and advocacy strategies, as appropriate to a public organization, towards advancing the legislative, funding, and policy needs of the FMPO.
- Serves on the NAIPTA Transit Advisory Committee and other standing and ad-hoc committees pertinent to advancing the mission and vision of the FMPO.
- Assesses demand for and recruits and hires appropriate legal, financial and strategic staff as needed to advance the mission of the FMPO.
- Makes decisions, recommendations, provides reports, and other information to the Executive Board.
- Recommends policies related to the transportation and land-use elements of the Regional Land Use and Transportation Plan to FMPO member agencies and the Executive Board
- Researches, facilitates development of, and recommends policy positions to the Executive Board on state and federal legislative issues.
- Coordinates the development of regional transportation planning goals with FMPO Member agencies, funding agencies and federal, state and local partners.
- Leads negotiations on large and/or complex funding and development proposals.
- Envisions, analyzes, communicates and implements changes to the FMPO.
- Monitors grant applications, funding processes, administrative requirements and tracks same to ensure timely and effective funding flow and project implementation.
- Establishes measures to improve methods, changes in operations, working conditions, quality of work, and any necessary changes to increase efficiency and effectiveness. Evaluates special needs, unusual problems, and assesses the general quality of strategic, funding or planning projects.
- Serves as liaison to the Arizona Department of Transportation for all planning issues.
- Ensures citizen and regulatory agency complaints and suggestions are acted upon and resolved.
- Keeps the Executive Board and member agencies advised of activities through written, oral, and statistical reports.
- Prepares written communication and reports regarding transportation and land use projects and activities.
- Represents FMPO matters and concerns before a variety of bodies including: Planning and Zoning Commissions, Staff Review Boards, and other member agency Boards and Commissions.
- Performs liaison duties regarding transportation issues between member agencies, councils of government, lobbyists to state and federal legislatures, and national transportation organizations.
- Attends regular FMPO Executive Board and Technical Advisory Committee meetings and attends City Council, County Board of Supervisors, and Arizona State Transportation Board meetings as needed to represent regional transportation issues.
- Speaks before funding and regulatory agencies and civic and professional groups on the plans, objectives, policies and programs of the FMPO.
- Supervises the maintenance of time sheets, attendance, leave and other FMPO personnel and payroll records.
- Directs professional, sub professional, and other employees of the FMPO and provides inter-agency leadership in the investigation, development and implementation of a variety of transportation and land use projects.
- Establishes priorities of work within the FMPO.
- Supervises the preparation of reports, including the Unified Planning Work Program and the Transportation Improvement Program, and represents the FMPO at a wide variety of meetings.

- Develops the Five-Year Transportation Capital Plan within the Transportation Improvement Program and coordinates those projects and schedules with FMPO member and funding agencies.
- Attends conferences and conventions and other educational and professional meetings to keep updated on strategic, leadership, funding, transportation, land-use and planning activities.
- Other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Bachelor's degree in Planning, Public Administration, Transportation or related field.
- Eight years of recent and responsible experience in managing and leading professional, technical and clerical personnel in urban planning, transportation, or a related field.
- Six years of progressively responsible supervisory experience including budget development and financial management.
- Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

### **DESIRED EXPERIENCE AND TRAINING**

- Master's Degree in Planning, Public Administration, Business Administration or related field.
- Experience in coordination of multi-agency programs and issues.
- Demonstrated Experience writing, securing and managing grant funding.
- Experience with urban design, environmental planning, and land use planning issues.
- Experience in public relations, administrative liaison, and public outreach.

### **OTHER REQUIREMENTS**

- Must possess, or obtain upon employment, a valid Arizona driver's license.
- Regular attendance is an essential function of this job to ensure continuity.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

- Ability to provide effective inter-agency leadership towards articulating and accomplishing shared goals.
- Extensive knowledge of modern theories, principles and practices of leadership and transportation planning as applied to implementing change in a growing community.
- Extensive knowledge of the principles and practices of public administration.
- Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to perceive and interpret customer needs (internal and external) and translate them into effective solutions and operational policy.
- Extensive knowledge of the principles and practices of revenue development and budget preparation as it relates to funding large transportation and land use projects.
- Demonstrated ability and previous experience in developing budgets, building programs and providing inter-agency leadership towards the accomplishment of regional goals including presentations to Councils, Boards and the public.
- Ability to coordinate and communicate with other member agencies, funding agencies, developers, contractors, consultants, and individuals involved in FMPO matters.
- Ability to direct and supervise professional staff of all levels.
- Ability to establish and maintain effective relationships with employees, officials, other agencies, the media, and the general public.

### **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

- While performing the duties of this job, the employee is frequently required to sit, use hands to finger/handle/feel, talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, taste or smell.
- The employee must occasionally lift and/or move up to 10 pounds.
- Vision requirements for this position include close vision.
- There are no special working conditions for this position.
- The noise level in the work environment is usually moderate.

### **PRE-EMPLOYMENT PHYSICAL REQUIREMENTS:**

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**NONE**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.  
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, or protected Veteran status.

**For application materials:**

**Visit:** Human Resources  
Monday – Friday 8 AM – 4 PM at:  
211 W. Aspen Ave., Flagstaff, AZ 86001  
**Call:** (928) 213-2090 or  
1 (800)-463-1389  
**Fax:** (928) 213-2089  
**Website:** [www.flagstaff.az.gov](http://www.flagstaff.az.gov)  
**Email:** [human.resources@flagstaffaz.gov](mailto:human.resources@flagstaffaz.gov)

**Applications are due to Human Resources by  
4 PM AZ time on the closing date  
regardless of the postmarked date.**

**AmeriCorps, Peace Corps, and other national  
service alumni are encouraged to apply.**