



# CAREER OPPORTUNITY

Job # 201709  
Opens: 04/07/17  
Open until filled

**Albany Area Metropolitan Planning Organization  
(AAMPO) Coordinator  
CLASS: CED Planner II  
Community and Economic Development (CED) Albany  
Regular Full-time (40 hrs/wk)**

*Oregon Cascades West Council of Governments (OCWCOG) is a voluntary association of twenty cities, three counties, the Confederated Tribes of the Siletz Indians and a port district in the Linn, Benton, and Lincoln county region. OCWCOG is an exciting, multifaceted organization staffed by over 160 dedicated professionals in three OCWCOG office locations, and eleven Senior Meal sites. OCWCOG values its work and employees with great services, benefits, and careers. For Additional information about OCWCOG, General Administration and our Board of Directors, go to: [www.ocwco.org](http://www.ocwco.org).*

## **GENERAL INFORMATION**

This recruitment may close at any time without advance notice at the discretion of the agency after a sufficient number of qualified candidates have applied. Screening will begin as early as **April 28, 2017**. We cannot guarantee that we will review applications received after this date.

This position is represented by the Service Employees International Union (SEIU).

If you are offered employment, the offer will be contingent upon the outcome of a criminal records check, and the information will be shared with Human Resources. Any criminal history will be reviewed and could result in the withdrawal of the offer or termination of employment.

## **DUTIES AND RESPONSIBILITIES**

Performs position duties in a manner that promotes the cooperative and collaborative nature of the Albany Area Metropolitan Planning Organization (AAMPO). Engages in effective working relationships with member agency staff and staff of the Cascades West Area Commission on Transportation (CWACT) and Oregon Department of Transportation (ODOT). Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

### ***Program Management***

- Prepares and manages the MPO's adopted plans and policies, including the Metropolitan Transportation Plan (MTP), the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), and the Public Participation Plan (PPP).
- Prepares, manages, and monitors the AAMPO budget and UPWP, including preparation of quarterly reports. Provides at least quarterly updates to the Policy Board on progress on UPWP activities and tasks.
- Coordinates with CED Director to reflect AAMPO budget as part of overall departmental budget.
- Evaluates future budgetary requirements and presents funding options to the AAMPO Policy Board.
- Provides liaison with local, regional, state, and federal agencies, and community groups on funding issues, transportation planning issues, project priorities, regulatory mandates and limitations, and coordination concerns.

- At the direction of the Board, collaborates with other transportation and related endeavors of the OCWCOG which have implications for AAMPO.

### ***Project Management***

- Coordinates specific projects tasks, including , budgets and timelines, in coordination with CED Director
- Determines, with the direction of the AAMPO Policy Board, tasks to be contracted and coordinates process to select contractors and monitor their work.

### ***Transportation Planning Management***

- Prepares and assists with implementation of the MTP and other planning programs or project initiatives for the MPO, including surveys, studies, estimates, forecasts, and modeling.
- Analyzes and verifies compliance with federal, state and local mandates impacting program and project implementation and completion.
- Evaluates traffic model parameters and outputs for environmental analysis, traffic impact studies, and congestion management analysis.
- Prepares long-range planning studies for transportation facilities.
- Participates in multi-jurisdictional planning projects and programs related to transportation and community development.
- Advocates for the interests of the AAMPO and participates in the development of state policies and procedures, as appropriate.
- Prepares reports and makes presentations to the AAMPO Board, committees, member jurisdictions, special interest groups and the general public.

### **WORKING CONDITIONS**

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer work. Significant travel to various meetings and trainings is also required.

### **TO QUALIFY**

Your OCWCOG application form will be reviewed to verify that you meet the MINIMUM QUALIFICATIONS portion stated in this announcement. Complete ALL PARTS of the application and provide detailed work experience. If your application is incomplete or does not clearly show in detail the experience and/or training required, your application will not be accepted.

### **MINIMUM QUALIFICATIONS:**

To receive credit, and proceed to the next step of the recruiting process, your application form must clearly show that you meet the following:

Graduation from a four-year college or university with emphasis in transportation planning, public administration, or a related field. Master's degree preferred. Minimum five years progressively responsible transportation planning experience preferably within an MPO agency, with at least three years in a planning or management position; OR, a satisfactory combination of equivalent education, training and experience which demonstrates knowledge, skills, and abilities to perform duties of the job.

### **LICENSES, CERTIFICATES, & OTHER REQUIREMENTS**

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

Must successfully complete a criminal background check.

**SALARY and BENEFITS:** \$27.71-35.37/hr., plus a generous benefit package including fully paid medical, dental, vision, life, short and long-term disability insurance; generous paid leave; tax deferred plans; and fully paid retirement benefits.

**REQUIREMENTS FOR APPLYING:**

Submit signed application, supplemental questions, resume, and cover letter to Human Resources by the first screening date listed above describing your experience, training, and what it would mean to you professionally to have the opportunity to engage in this position. Applicants who best meet the minimum requirements for the position will be interviewed.

**HOW TO APPLY:**

Applications and detailed job description is available at [www.ocwcoq.org](http://www.ocwcoq.org)

If you qualify, submit signed application and required materials listed in the requirements for applying.

**SUBMIT TO:**

Oregon Cascades West Council of Governments  
Human Resources Department  
1400 Queen Ave SE, Suite 201  
Albany, Oregon 97322

You may **E-MAIL** your application materials to us at [hrrecruit@ocwcoq.org](mailto:hrrecruit@ocwcoq.org). **In the subject line please include the position title and the posting number.** By electronically submitting your application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed. You will receive confirmation of receipt only if you submit via e-mail.

**FAX** to 541-967-6123. We are unable to verify receipt of faxed applications. OCWCOG is not responsible for material that is illegible or missing as a result of transmitting by fax or which may be lost through the mail.

**SUBMIT** only the required materials. Reference letters or work examples should be kept for interviews. In addition, any application materials previously submitted for other positions will not be matched to this application by OCWCOG. It is the applicant's responsibility to submit all required documents every time.

If your OCWCOG application demonstrates that you meet the MINIMUM QUALIFICATIONS section of this announcement, you must answer the following supplemental questions.

Use a separate sheet (s) of paper. Limit your response to no more than one typed page per question. Write down any work experience (paid or unpaid) related to each question. Be sure that the jobs where you gained the experience described in your answers are listed in the work history portion of the OCWCOG application form. Attach the answer sheet (s) to your application. If there are several parts to a question, answer each part separately. Number your answers to agree with the question

**Supplemental Questions: 201709**

**AAMPO Coordinator Supplemental Questions**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**1. An active relevant and recognized professional certification in Planning, or Community Development (i.e. AICP, PCED).**

- No professional Certification
- Certification in progress
- AICP, PCED, Other certified

**2. Master's Degree in a field of study related to the position.**

- No Master's Degree
- Degree in progress
- Master's Degree in a field of study related to position

**3. Knowledge of and familiarity with Oregon and the region.**

- No knowledge of and familiarity with Oregon and the region
- Knowledge of and familiarity with Oregon and the region

**4. Documented grant writing and/or management experience that has led to successfully funded and implemented government or foundation grants.**

- Documented grant writing in non-supervisory capacity
- Documented grant writing in a supervisory capacity

**5. Proficiency with GIS software, data analysis and/or database management.**

- No GIS experience
- Limited experience with GIS software, data analysis and/or database mgmt.
- Proficiency with GIS software, data analysis and/or database mgmt.

**6. Experience leading a team, group and/or committee working on a community or transportation planning project.**

- No experience leading a team, group and/or committee
- Experience assisting in leading a team, group and/or committee
- Experience leading a team, group and/or committee

**7. Experience with one or more of the following:**

- Transportation planning
- Working with or for an MPO
- Local government (city, county, tribal) planning and/or community development

**8. Proficiency in one or more of the following areas:**

- Social media
- Website development
- Graphic design
- Power Point, Prezi or Adobe

**9. Formal training in one or more of the following areas:**

- Group facilitation
- Mediation
- Customer service

**10. Explain in terms easily understood by an average citizen, what an MPO is and what role it plays in shaping communities?**

## OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Albany Area Metropolitan Planning Organization (AAMPO) Coordinator**

Position Classification: CED Planner II

Department: Community and Economic Development (CED)

Reports to: Director, Community and Economic Development

Selected and evaluated by: Policy Board of the Albany Area Metropolitan Planning Organization and Oregon Cascades West Council of Governments.

**SUMMARY OF POSITION**

Facilitates all work of the AAMPO, including staffing AAMPO Policy Board, Technical Advisory Committee and other special committees. Responsible for obtaining federal, (FHWA, FTA) state (ODOT), and other funds, as authorized by Policy Board.

**ESSENTIAL JOB DUTIES**

Performs position duties in a manner that promotes the cooperative and collaborative nature of the Albany Area Metropolitan Planning Organization (AAMPO). Engages in effective working relationships with member agency staff and staff of the Cascades West Area Commission on Transportation (CWACT) and Oregon Department of Transportation (ODOT). Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

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- Prepares long-range planning studies for transportation facilities.
- Participates in multi-jurisdictional planning projects and programs related to transportation and community development.
- Advocates for the interests of the AAMPO and participates in the development of state policies and procedures, as appropriate.
- Prepares reports and makes presentations to the AAMPO Board, committees, member jurisdictions, special interest groups and the general public.

**Other**

- Maintains knowledge of federal and state requirements regarding AAMPO responsibilities.
- Develops and maintains facilitation skills necessary to ensure that the AAMPO Policy Board can operate in a consensus process environment.
- Provides training to new AAMPO Board members regarding the duties and responsibilities of an MPO and the operational by-laws of the AAMPO
- Develops agendas in consultation with Policy Board Chair.
- Participates in the selection of OCWCOG staff supporting AAMPO.
- Serves as a liaison with and keeps the Policy Board informed of activities of the Oregon Metropolitan Planning Organization Consortium, Area Commissions on Transportation, and other transportation-related organizations.
- Serves as a liaison with ODOT, FHWA, FTA, DLCD, and other state, federal and local agencies as relevant to MPO activities.
- May serve as spokesperson for AAMPO at the direction of the Policy Board.

**SUPERVISION RECEIVED:** This position is directly responsible to the AAMPO Policy Board. However, the position is a part of the OCWCOG Community and Economic Development Department for administrative purposes. As such, the incumbent is under the general responsibility and authority of the Community and Economic Development Director. Annually, the CED Director will assist the AAMPO Policy Board when it conducts a performance review of the incumbent.

**SUPERVISORY RESPONSIBILITIES:** None.

**MENTAL & PHYSICAL JOB SKILLS**

**R = Rarely (< 1%)**  
**F = Frequently (34% - 66%)**

**O = Occasionally (1% - 33%)**  
**C = Continuously (67% - 100%)**

**Mental**

- |   |                                 |                           |
|---|---------------------------------|---------------------------|
| (C) Interpersonal Skills  | (C) Initiative                  | (C) Detail/Accuracy       |
| (F) Basic Math (add, subtract, multiply, divide)                                  | (F) Creativity                  | (F) Brainstorming/Concept |
| (O) Advanced Math (analysis, statistics, significant data or number manipulation) |                                 | (C) Memory                |
| (C) Written English Communication   |                                 | (C) Teamwork              |
| (C) Coordination of Multiple Tasks  | (C) English Comprehension       |                           |
| (C) Reasoning/Judgment/Decision Making  | (F) Adapting to Constant Change |                           |
| (F) Research  | (O) Presentation/Teaching       | (O) Selling               |
| (C) Organization/Planning   | (F) Client/Service Skills       | (O) Persuasion            |
| (C) Timeliness  | (F) Management of Stress        |                           |
| (F) Negotiation   |                                 |                           |
| (O) Mentoring   |                                 |                           |

## **Physical**

(O) Standing	(F) Sitting	(O) Walking	(O) Stooping
(R) Kneeling	(N) Crawling	(O) Climbing	(F) Talking
(C) Hearing	(O) Reaching	(F) Handling	(C) Eye/hand coordination
(N) Tasting/smelling	(C) Vision (1-10 ft)	(F) Vision (10-20 ft)	(O) Long range vision (20+)
(F) Computer/Keyboard/mouse track ball use	(O) Acute Color		
(R) Pushing <b><u>10 lbs/day</u></b>	(R) Pulling <b><u>10 lbs/day</u></b>		
(O) Lifting <b><u>20 lbs/day</u></b>	(O) Carrying <b><u>20 lbs/day</u></b>		

## **WORKING ENVIRONMENT**

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer work. Significant travel to various meetings and trainings is also required.

## **MINIMUM QUALIFICATIONS**

### **Experience & Training**

Graduation from a four-year college or university with emphasis in transportation planning, public administration, or a related field. Master's degree preferred. Minimum five years progressively responsible transportation planning experience preferably within an MPO agency, with at least three years in a planning or management position; OR, a satisfactory combination of equivalent education, training and experience which demonstrates knowledge, skills, and abilities to perform duties of the job.

### **Knowledge, Skills and Abilities**

Technical/professional:

- Knowledge of transportation and land use planning principles and practice; ability to conduct transportation planning activities and studies;
- Knowledge of MPO regulations is required; knowledge of Oregon State transportation regulations and associated land use planning regulation is desired;
- General understanding of transportation modeling, data collection techniques and principles of forecasting;
- Skilled use of word processing, spreadsheet, and project management software.

Program and Project Management:

- Advanced knowledge of planning project management, including ability to develop and implement operational procedures and identify and correct administrative problems;
- Ability to develop and manage budgets and apply for and manage state and federal transportation funds;
- Ability to effectively manage consultant work.

Process Facilitation and Communication:

- Ability to facilitate a collaborative multi-jurisdictional planning process and facilitate consensus decision making;
- Ability to effectively represent the MPO in local, state and federal settings;
- Ability to communicate effectively in writing and to make effective presentations orally to groups of all sizes.

### **Licenses, Certificates, & Other Requirements**

Possession of a Valid Oregon Driver's License, or the ability to obtain reliable transportation in order to travel throughout the assigned area.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by the MPO Policy Board or

their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

Updated 5/16