



PROGRAM COORDINATOR SHORT-RANGE PLANNING

JOB ANNOUNCEMENT

FEBRUARY 9, 2016

Association of Central Oklahoma Governments invites your interest in the position of Program Coordinator, Short-Range Planning

About ACOG

ACOG is an organization of, by and for local governments that allows member entities to work in partnership to address issues or problems common to many jurisdictions. This regional cooperation serves to strengthen both the individual and collective capabilities of local governments.

Originally established in June of 1966, ACOG is one of 11 Councils of Governments in the State of Oklahoma, and one of several hundred planning organizations across the country.

ACOG both complements and supplements local government activities but is not, itself, a governmental unit. It does not possess power of legislation, enforcement or taxation.

“Oklahoma was built by pioneers who moved westward in search of a better life. Today, there are still tremendous opportunities in Central Oklahoma to make a difference.”

*- John G. Johnson,
ACOG Executive Director*



Region

Central Oklahoma

Six Counties

47 Towns and Cities

1.1 Million People

Oklahoma City, Norman, Edmond and Midwest City are our largest cities.



Essential Job Functions

Assists the Division Director in (1) Coordination and development of regional short-range transportation planning efforts and the regional performance-based planning process for the Metropolitan Planning Organization (MPO); (2) Development and preparation of technical planning documents, and (3) Coordination with local governments and other agencies. Makes frequent decisions of major importance to the short-range transportation planning process as these tasks are defined in the [Oklahoma City Area Regional Transportation Study \(OCARTS\) Area Unified Planning Work Program \(UPWP\)](#).

- Coordinates development of the Transportation Improvement Program (TIP) with representatives of transportation agencies, local stakeholders, and federal and state officials. Coordinates with ODOT staff on preparation of the Statewide Transportation Improvement Program (STIP)
- Monitors expenditure of federal transportation funds in the Metropolitan Planning Organization area and manages procedures for expenditure of federal funds suballocated to the urbanized area
- Monitors federal transportation funds available to cities and maintains up-to-date records of each entity's utilization of funds
- Develops financial components of the OCARTS long-range transportation plan
- Analyzes short-range transportation data and coordinates the development of regional performance measures and targets
- Engages and coordinates with local, state and federal entities, as well as other stakeholders concerning congestion management, Intelligent Transportation Systems, traffic incident management, safety and security initiatives
- Assists with preparation of annual UPWP task descriptions and other components of the document and attends UPWP Subcommittee meetings. Provides input to the Division Director for annual budget preparation
- Assists with supervision of assigned personnel, including remaining apprised of scheduled absences, status of projects, awareness of problems associated with any projects and redistribution of task assignments, if necessary
- Responds to requests for technical assistance from member governments.

No Marginal Job Functions

Membership

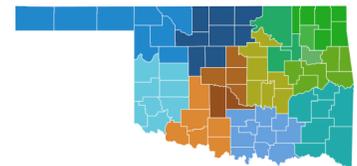
All local governments in the ACOG region are eligible for membership. Our member governments include cities, towns and county jurisdictions ranging in size from Smith Village (population 40) to Oklahoma City (population 660,000). In addition, Tinker Air Force Base maintains an associate membership.

Voluntary

The Association of Central Oklahoma Governments is a voluntary association of city, town and county governments within the Central Oklahoma area. The ACOG region includes Oklahoma, Cleveland, Canadian and Logan Counties.

Substate Agency

In 1970, Oklahoma's governor established 11 substate planning districts. By coordinating regional approaches and solutions applicable at the local level, Oklahoma's regional councils of governments (COGs) have become highly successful vehicles for change. To learn more about the substates visit oarcok.org.



MPO

ACOG serves as the Metropolitan Planning Organization (MPO), whose primary role is to lead comprehensive, coordinated and continuous transportation planning. ACOG works with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Oklahoma Department of Transportation (ODOT), area transit providers, local governments, the public and other stakeholders to prepare the long-range metropolitan transportation plan and short-range implementation programs.

Qualifications

Education/Experience: Master's degree in Urban/Regional Planning, Public Administration, Finance or related field preferred, with three to five years of professional experience preferably in transportation planning. Specialized experience, skill, or interdisciplinary training may substitute for specific degree or experience requirements.

Starting Salary Range **\$55,000 - \$70,000**

The employee holding this position must possess the ability to perform assigned responsibilities as well as new and changing duties, with an attitude of complete cooperation and an inclination to personally identify with the Association's goals, objectives and responsibilities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequently walks; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; climbs or balances; and stoops, crouches, and kneels.

Occasionally lifts and/or moves objects up to 50 pounds.

Specific vision abilities include close, color, peripheral, and the ability to adjust focus.

How To Apply

Send cover letter, resume, and application to:

Beverly Garner
Executive Assistant
ACOG
4205 N. Lincoln Blvd. Oklahoma
City, OK Oklahoma 73105
or email bgarner@acoqok.org

Knowledge, Skills & Abilities

- Demonstrated ability to effectively lead and supervise team members
- Strong critical thinking and problem solving skills
- Strong written and verbal communications skills
- Ability to prioritize, manage, and complete multiple work assignments in a dynamic environment
- Good interpersonal and customer service skills, with ability to establish collaboration
- Ability to present detailed information clearly to technical committees, elected officials, and the general public
- Knowledge of GIS to assist with assessing and analyzing transportation system data
- Proficient in Microsoft Office suite (Word, Excel, Access, PowerPoint and Outlook)
- Ability to accept new techniques and procedures quickly and integrate with daily job

Position requires an individual with a working knowledge of the principles and practices of urban transportation planning and skill to accurately interpret technical information. Requires general knowledge of federal and state laws related to transportation planning activities and the MPO process.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily indoors with occasional local travel required.

Irregular hours of work may occasionally be required.

Job Location

ACOG is located in the corridor of Oklahoma State Government about 1.5 miles from the state capitol building and about three miles from the heart of downtown Oklahoma City.

The job will be performed primarily at the Association's offices, 4205 N. Lincoln Blvd., Oklahoma City, Oklahoma, 73105.