



Northern Arizona Council of Governments (NACOG)
is seeking a highly qualified and motivated individual

TRANSPORTATION PLANNING DIRECTOR

Salary Range: Dependent on combination of education and experience

FLSA Status: Exempt

Benefits Include: Free health, dental and vision; Arizona State Retirement (ASRS);
Vacation, holiday, and sick pay

Position Summary

The Planning Director supports the Executive Director and organizational partners in holistic regional development initiatives. Responsible for administering planning activities and advising leadership on policy matters focusing on multi-modal transportation, water quality, and demographic research. Position collaborates with the senior management team and liaises with Regional Council and associated national, state, regional and local advisory committees. This is a funding-dependent position requiring significant travel and collaboration amongst diverse organizations.

Essential Duties & Responsibilities Include:

- Provides visionary leadership and strategic direction to regional partners, planning team, and professional consulting agencies to address agency priorities
- Cultivates partnerships among governmental and non-governmental organizations
- Collaborates with stakeholders to develop, implement, and monitor ADOT and ADEQ work plans
- Administers contracts, compliance, reporting, and invoicing
- Provides oversight to grant application submittals, RFPs/RFQs/RFIs, and budgets
- Engages in intergovernmental & community relations
- Coordinates investment strategy for Transportation Investment Plan (TIP)
- Collaborates with internal and external partners to update Coordinated Mobility Plan, Regional Transit Plan, Passenger Transportation Study, and other studies
- Oversees Regional Section 208 Water Quality Plan activity in coordination with local stakeholders and Arizona State Department of Environmental Quality
- Provides quality assurance, quality control, and guidance for department public engagement initiatives assuring public inclusion and involvement in decision-making
- Responsible for Title VI Plan and serves as agency Title VI Coordinator
- Represents agency and partners in national, state, regional and local committees
- Convenes, facilitates, and leads public meetings, committees, work groups, and task forces
- Administers demographic research in coordination with local, state, and federal partners
- Conducts, analyzes, and effectively communicates complex qualitative and quantitative research of data and policy to various audiences
- Prepares and delivers exceptional oral and written presentations and reports
- Other related duties as assigned

Supervisory Responsibilities:

This position supervises 2.5 FTEs and professional consulting firms, as needed.

Qualifications:

PLANNING DIRECTOR...CONTINUED

Education and/or Experience:

Experience and training equivalent to a Bachelor's degree in community/urban/regional planning, public administration, or a related discipline, and five (5) years of progressively responsible professional work in multimodal transportation, human services, or other relatable field demonstrating independent decision-making and working knowledge of applicable grants. An equivalent combination of related education, training and experience that demonstrates the knowledge, skills and ability to effectively perform the functions of this position may be considered

Required Knowledge, Skills, & Abilities

- Self-directed with ability to exercise exceptional judgment and strategic thinking
- Demonstrated skill in working with governmental organizations and non-profit organizations
- Outstanding organizational and communication skills
- Ability to maintain effective working relationships with people of varied social, cultural, and educational backgrounds
- Knowledge of leadership and public management principles
- Knowledge of planning principles, tools, and techniques, including public involvement
- Knowledge of mobility management techniques
- Knowledge of Code of Federal Regulations (CFRs) and State Statutes applicable to programs under direct leadership
- Knowledge of American with Disabilities Act (ADA) and its specific applications to planning portfolio
- Ability to collect, analyze, and interpret data to develop effective goals, objectives, and strategies
- Ability to present ideas clearly and concisely, both orally and in writing
- Working knowledge of personal computers and ability to develop and manage spreadsheets, e-mail, internet tools, database, word processing, and info-graphics
- Ability to resolve conflict
- Ability to read and understand planning documents and standards
- Ability to work a flexible schedule that may include evenings, weekends and overnight travel
- Ability to maintain strict confidentiality
- Ability to work independently or within group atmospheres

Certificates & Licenses:

Current and valid Arizona Driver's License. Credentialing through American Institute of Certified Planners (AICP), Public Management (CPM) or other is highly desirable.

Physical Demands & Work Environment:

Extended periods sitting at a table, desk or workstation with use of a computer; normal visual acuity and field of vision; hearing, speaking and color perception; work involves periodic bending, stooping, reaching, standing and walking; requires dexterity in operating office machines and equipment; periodic need to carry items for short distances weighing up to 25 lbs. Periodic fieldwork in varying environments. Frequent travel as necessary within or outside the region up to eight (8) hours per day via automobile or other mode of transportation.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

***NACOG is an Equal Opportunity Employer
and Committed to Workplace Diversity***

In order to apply and be considered for an interview,
you must complete a NACOG Employment Application.

Applications can be obtained:

In person: NACOG, 119 E. Aspen Ave, Flagstaff, AZ 86001

Online: <https://nacog.org/departments/Human-Resources/page/employment-opportunities.html>

Call: Human Resources at 928.213.5234

Or send email request: HR@nacog.org