

Commissioner Nick Maddox
Chair



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The Florida Metropolitan Planning Organization Advisory Council (MPOAC) is seeking a new Executive Director. The incumbent will have the opportunity to represent and collaborate with the 27 Metropolitan Planning Organizations (MPOs) located in Florida on the upcoming strategic plan and other activities. The position details are described below; however, applicants will need to go to the Florida Department of Transportation (FDOT) **People First** website to apply. The People First advertisement for position [#55014281 “Executive Director-MPOAC”](#) is now open and will close at midnight on 10/05/2021.

The position will be located in Florida. The MPOAC Executive Director will report to the Chairman of the MPOAC and serve the membership. The position will be housed in FDOT offices for administrative, technical support, and benefit provision purposes and the Director will be designated as a Select Exempt Service (SES) employee. The following knowledge, skills, and abilities will be required for the position:

- Knowledge of Federal Planning regulations, Florida Statutes relating to MPOs, transportation planning, and programming.
- Local government comprehensive planning regulations relating to transportation.
- Understanding of MPO’s, their organizational structure, and their coordination with FDOT and the Florida Legislature.
- Knowledge of Florida’s transportation planning processes and programs.
- Familiarity with the attributes of Florida State budgeting and fiscal policy.
- Skilled in preparing and giving oral presentations.
- Skilled in preparing and editing documents.
- Skilled in public administration including budgeting, personnel policies, and file management.
- Ability to communicate clearly both orally and in writing.
- Ability to be self-motivated and self-directed.

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- Ability to use computer applications including word processing programs and spreadsheet databases.
- Ability to supervise staff.
- Ability to act as policy advisor on Federal and Statewide transportation planning activities.
- Ability to coordinate implementation of multiple programs and planning activities with a variety of government and private agencies.
- Ability to lift over 40 pounds.
- Ability to serve effectively in group activities such as teams, task forces, and committees.
- Ability to mediate, moderate, and resolve conflicts.
- Ability to understand complex issues and explain them clearly.
- Ability to manage and prioritize multiple and complex tasks within time and budget constraints.
- Ability to work with very minimal supervision and direction and to initiate projects, and activities without direction.
- Ability to work under pressure/stress with an extreme level of accuracy.
- Able to travel frequently with overnight stays.
- This position requires work in Tallahassee, while the remainder of the time may be spent visiting individual MPOs around the State and other transportation meetings and conferences.

The People First advertisement for position [#55014281 “Executive Director-MPOAC”](#) is now open and will close at midnight on 10/05/2021. It includes additional details not listed here.

DUTIES AND RESPONSIBILITIES

% of Time	<u>Duties and Responsibilities</u>
25%	Provides overall staffing and management of and reports directly to the MPO Advisory Council (MPOAC). Organizes meetings, prepares agendas and supporting materials, and coordinates with all Florida Metropolitan Planning Organizations (MPOs) and other affected agencies. Provides technical and administrative support in response to decisions resulting from MPOAC meetings. Frequent overnight travel is required.
20%	Develops effective working relationships with local elected officials that comprise the MPOAC Governing Board, MPO staffs, State legislative staffs and elected officials, and Florida Department of Transportation (FDOT) and other State agency staff. Facilitates the continued evolution of the organization consistent with the vision of the MPOAC Governing Board.

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10%

Monitors and reviews proposed Federal and State legislation that may affect MPOs and provides recommendations and drafts legislation, as necessary. Attends relevant workshops, meetings, and conferences providing updates to the MPOAC on the latest issues affecting MPOs. Reviews and comments on FDOT policies and procedures. Prepares draft policies and procedures necessary to guide MPOs in their responsibilities to carry out Federal and State laws and rules relating to urban area transportation and planning issues.

10%

Serves as principal policy advisor to the MPOAC on Federal and Statewide transportation planning activities. Develops transportation policy alternatives and recommendations for consideration by the MPOAC. Reviews legislative and policy issues from the perspective of the MPOs. Supervises staff by communicating, motivating, training, evaluating, planning, and directing their work.

10%

Leads staff conducting a wide range of activities including development and implementation of various plans, Statewide and urban transportation planning, review of transportation and land use plans, transportation planning research, bicycle and pedestrian initiatives, development of best practices and transportation system performance reporting.

5%

Monitors the development of the Florida Transportation Plan (FTP) and the Strategic Intermodal System (SIS) Strategic Plan. Ensures that the FTP and SIS are developed in support of and in coordination with the MPOs' plans and programs.

5%

Monitors implementation of State plans and planning activities including the FTP and Florida's Future Corridors long range transportation planning process. Reviews and monitors a wide range of planning, policy and technical issues to ensure that the State and Federal plans and planning activities are implemented in an effective and measurable manner consistent with the MPOs' plans and programs and with extensive public and stakeholder involvement.

5%

Serves as a contract manager and oversees the administrative and technical details associated with the oversight of contracts. Coordinates with staff and consultants to ensure the delivery of quality products, the timely execution of tasks, and the appropriate commitment of funds.

5%

Coordinates and provides presentations on a wide range of transportation policy and planning issues to MPOAC leadership, citizen and stakeholder groups, elected officials and others.

5%

Perform other duties as required.