

NOACA Job Description

NOACA is an Equal Opportunity Employer

Position: Deputy Director	Division: Executive
Title: Deputy Director (Organizational Planning & Development)	Salary Range: \$ 107,381 to \$134,226 (min.) Commensurate with Experience FLSA Status: Exempt
Job Description: <p>The Deputy Director of Organizational Planning & Development is an executive level position involving the management of the agency's communications, government affairs, legal, financial, talent acquisition, and organizational strategy activities. The Deputy Director of Organizational Planning & Development will oversee the External Engagement and Public Affairs Division, the Administrative Services Division and the Office of the Comptroller. As part of the Executive Team, the Deputy Director of Organizational Planning & Development will work in close collaboration with the Executive Team to support an agency culture that is equitable, inclusive and collaborative, and provide strategic and dynamic leadership to a high performing, professional workforce. The Deputy Director of Organizational Planning & Development must have an understanding of federal and state transportation planning and programming requirements, and a full understanding of MPO laws and regulations, and Section 208 of the Federal Clean Water Act.</p>	
Duties and Responsibilities: <p>The duties and requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform this job. To be considered for this position, an individual must be able to perform each duty in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.</p> <p>General:</p> <ul style="list-style-type: none"> • Provide leadership and guidance on advancing innovation and driving excellence and continuous process improvement initiatives • Continuously review and improve organizational structure and functions to ensure effective and efficient staff alignments that support NOACA's mission and vision • Review and improve organizational effectiveness by developing processes, overseeing employees, establishing a highly motivated work environment, and creating innovative approaches for improvement. • Uphold standards of Excellence and high quality • Provide guidance and feedback to help others by improving knowledge and skills • Provide leadership and guidance in developing and implementing agency goals, objectives, policies, and priorities • Represent the Executive Director when appropriate • Represent the agency at meetings inside and outside of the agency offices on work related and policy issues • Present agency and project related information to NOACA Board Committees and outside organizations • Provide final review and approval of division reports/documents/records • Assist Directors in defining and communicating agency goals and objectives to assigned personnel • Assist Directors in defining, preparing, reviewing and approving project goals and objectives • Direct training of assigned personnel • Evaluate performance of assigned personnel and assign staff to project and task level activities • Maintain contact with outside organizations and media as required by the position • Travel within the state and the continental US as required • Work on special projects as required • Perform other duties deemed appropriate and as assigned by the Executive Director <p>Specific:</p> <ul style="list-style-type: none"> • Provide direction to the staff and management of the various divisions to ensure that the agency meets all federal and state requirements for certification as the region's Metropolitan Planning Organization (MPO) and as the designated "Areawide" for 208 Planning. • Develop, administer, and monitor the annual agency budget and work plan • Direct communication activities, including writing and developing publications, annual reports and press releases • Oversee the development and implementation of NOACA's federal and state legislative program • Direct financial management and legal services • Direct/manage the human resource process • Direct administrative services • Effectively communicate to a wide variety of stakeholders and the public • Prepare and manage budgets for programs and projects • Manage the development of Board materials and presentations • Provide direction to the staff and management of the various divisions to ensure the agency operates efficiently and effectively 	
*Credentials and Experience: <ul style="list-style-type: none"> • Advanced Degree (Masters, Juris Doctorate or PhD) in an appropriate field of study including public administration, business administration, law, finance or related field; plus ten (10) years of progressively responsible management experience, including MPO, public sector, transportation agency or similar work experience. <p><u>Must be legally able to work in the United States</u></p>	Knowledge, Skills and Abilities: <ul style="list-style-type: none"> • Advanced understanding and application of MicrosoftOffice software • Excellent written and verbal communication skills • Excellent planning and organization skills • Proven management and leadership abilities <hr/> Special Requirements: Transportation planning experience a plus

