

# NOACA Job Description

NOACA is an Equal Opportunity Employer

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| <b>Position:</b><br>Deputy Director  | <b>Division:</b><br>Executive  |
| <b>Title:</b><br>Deputy Director<br>(Transportation & Environmental Planning)  | <b>Salary Range:</b> \$ 107,381 to \$134,226 (min.) Commensurate with Experience <b>FLSA Status:</b> Exempt  |
| <b>Job Description:</b><br><p>The Deputy Director of Transportation and Environmental Planning is an executive level position involving the management of the agency's multimodal transportation and environmental planning activities, including the long range transportation plan, the transportation improvement program, air quality planning and water quality planning, and all its elements. The Deputy Director of Transportation and Environmental Planning will oversee the Programming Division, the Strategic and Environmental Planning Division and the Transportation Planning and Engineering Division. As part of the Executive Team, the Deputy Director of Transportation &amp; Environmental Planning 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 Transportation &amp; Environmental Planning must have a comprehensive understanding of federal and state transportation planning and programming requirements, as well as a full understanding of MPO laws and regulations, and Section 208 of the Federal Clean Water Act.</p>   |  |
| <b>Duties and Responsibilities:</b><br><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><b>General:</b></p> <ul style="list-style-type: none"> <li>• Provide leadership and guidance on advancing innovation and driving excellence, and continuous process improvement initiatives</li> <li>• Continuously review and improve organizational structure and functions to ensure effective and efficient staff alignments that support NOACA's mission and vision</li> <li>• Review and improve organizational effectiveness by developing processes, overseeing employees, establishing a highly motivated work environment, and creating innovative approaches for improvement.</li> <li>• Uphold standards of Excellence and high quality</li> <li>• Provide guidance and feedback to help others by improving knowledge and skills</li> <li>• Provide leadership and guidance in developing and implementing agency goals, objectives, policies, and priorities</li> <li>• Represent the Executive Director when appropriate</li> <li>• Represent the agency at meetings inside and outside of the agency offices on work related and policy issues</li> <li>• Present agency and project related information to NOACA Board Committees and outside organizations</li> <li>• Provide final review and approval of division reports/documents/records</li> <li>• Assist Directors in defining and communicating agency goals and objectives to assigned personnel</li> <li>• Assist Directors in defining, preparing, reviewing and approving project goals and objectives</li> <li>• Direct training of assigned personnel</li> <li>• Evaluate performance of assigned personnel and assign staff to project and task level activities</li> <li>• Travel within the state and the continental US as required</li> <li>• Work on special projects as required</li> <li>• Perform other duties deemed appropriate and as assigned by the Executive Director</li> </ul> <p><b>Specific:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Direct preparation of the region's Long Range Transportation Plan, as well as the comprehensive long range planning including economic development, housing and land use</li> <li>• Direct preparation of the region's Transportation Improvement Program (TIP)</li> <li>• Provide technical direction in all aspects of the MPO planning process including travel demand modeling, air quality conformance modeling, and all other aspects of the 3-C planning process</li> <li>• Oversee grants management and compliance</li> <li>• Direct the preparation of the federal quadrennial certification review</li> <li>• Direct air quality planning relative to mobile emissions including efforts towards reducing transportation-related air pollution</li> <li>• Direct water quality planning, which includes the administration of NOACA's 208 Plan and management of FPA boundaries</li> <li>• Communicate effectively to a wide variety of stakeholders and the public</li> <li>• Prepare and manage budgets for programs and projects</li> <li>• Direct the development of Board materials and presentations</li> <li>• Manage the peer review process</li> <li>• Provide direction to the staff and management of the various divisions to ensure the agency operates efficiently and effectively</li> </ul> |  |
| <b>*Credentials and Experience:</b> <ul style="list-style-type: none"> <li>• Advanced Degree (Masters, Juris Doctorate or PhD) in an appropriate field of study including engineering,</li> </ul>  | <b>Knowledge, Skills and Abilities:</b> <ul style="list-style-type: none"> <li>• Advanced understanding and application of MicrosoftOffice software</li> </ul> |

planning, public administration, or similar plus ten (10) years of progressively responsible management experience, including transportation and environmental MPO planning, public sector, transportation agency or similar work experience.

- Advanced understanding and application of various transportation and environmental planning and modeling processes
- Excellent written and verbal communication skills
- Excellent planning and organization skills
- Proven management and leadership abilities
- Extensive project management experience

Must be legally able to work in the United States

**Special Requirements:**

- Licensed PE in the State of Ohio, or AICP Certification required