



Pasco County
MPO Executive Director

SALARY	\$105,654.00 - \$158,481.00 Annually	LOCATION	New Port Richey, FL
JOB TYPE	Full Time	JOB NUMBER	2223-516
DEPARTMENT	Development Services Administration	OPENING DATE	07/28/2023
CLOSING DATE	8/24/2023 11:59 PM Eastern	SALARY RANGE	\$105,654.00 - \$158,481.00
PAY GRADE	M52 (Exempt position)	SALARY	Pay rates are based on education, skill,
		DISCLOSURE	experience level and internal equity. New Hires are generally brought in from minimum to midpoint of pay range.

General Description

The MPO Executive Director provides leadership, oversight and direction for all operational functions of the Pasco County Metropolitan Planning Organization. This position reports to the Pasco County Assistant County Administrator for Development Services and the MPO Board and is responsible for providing assistance and professional recommendations on fiscal matters including the preparation of the annual budget, policy considerations, strategic planning, local and regional transportation initiatives and legislative issues and activities. The Executive Director represents the agency at meetings, conventions, and other forums to promote and explain the agency mission and objectives. This position is responsible for ensuring that the MPO maintains federal certification and provides leadership and consultation to government agencies, the business community, private organizations, the press and public to explain and resolve complex issues and to coordinate activities related to the transportation system. The MPO is hosted by Pasco County government and will follow the policies and procedures of Pasco County. The MPO Governing Board will set policy direction for the MPO staff and Executive Director. Coordination with County Departments and Pasco County municipalities is key to the success of this position.

Essential Job Functions

- Provides direction to ensure the accurate and timely completion and submission of essential planning documents including the Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP) and the Long-Range Transportation Plan (LRTP) in accordance with required deadlines. Other planning documents include the Public Participation Plan (PPP), Congestion Management Plan (CMP), Transportation Disadvantaged Requirements, Transit Development Plan and the Annual List of Priority Projects.
- Directs and oversees the development, communication and advancement of program activities through interaction with advisory committees, community organizations, planning professionals, elected officials and the public.
- Provides direction and support for agenda development, determination of required materials and meeting participation for the MPO Board and the various advisory committees (Technical Advisory Committee (TAC), Citizens' Advisory Committee (CAC), and the Bicycle and Pedestrian Advisory Committee (BPAC)) meetings and other subcommittees and working groups as needed.
- Provides technical and advisory guidance to the advisory committees and conducts briefings with the MPO Board members as requested.

- Directs, reviews and develops project scopes of service and requests for proposals and makes work assignments to ensure effective, professional project management for planning studies, data collection efforts and other key activities of the MPO.
- Reviews and interprets official directives, legislation, rules and correspondence to determine possible changes in agency programs, policies, and procedures.
- Prepares or directs preparation and release of reports, studies and other publications relating to program trends and accomplishments.
- Provides leadership, counseling and direction to staff and prepares performance evaluations.
- Reviews and evaluates the work effort of agency staff in coordination with the Principal Transportation Planners through conversations, meetings, and reports.
- Oversees the financial activities of the organization with direct support and input from the Business and Contract Compliance Manager and Fiscal Services teams (i.e. OMB) including, but not limited to, the completion of an annual budget, progress reports for agency grants and execution of grants and agreements.
- Participates in program related training, conferences and special events.
- Supports and promotes MPO activities by responding to public inquiries, attending community functions and representing the organization at various functions including, but not limited to, the MPOAC etc.
- Provides other organizational support as required.
- Manages compliance with all federally mandated transportation planning activities to ensure the FDOT grants to Pasco are uninterrupted and continuous.
- Prepares agendas and makes presentations to the MPO Board and other elected bodies or committees as deemed necessary.
- Serves as the principle staff liaison with state and federal transportation planning agencies.
- Coordinates with state and federal senior staff to coordinate transportation plans and programs and to resolve transportation issues in Pasco County.
- Coordinates transportation planning activities with county and municipal agencies in Pasco County and regional transportation organizations in the Tampa Bay Region (SCTPA, TMA Leadership Group, MPOs, etc.).
- Works with Federal, State, Regional, and Local organizations and committees, including the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, Florida Commission for the Transportation Disadvantaged, Tampa Bay Regional Planning Council, southwest Florida Regional Planning Council, TMA Leadership Group, and various local technical and citizens advisory committees to develop plans, policies and priorities that serve to guide local decision making on transportation issues.
- Ensures the MPO is certified by the Florida Department of Transportation, Federal Highway Administration and Federal Transit Administration.
- Coordinates with the County Engineering Department and municipalities in the preparation and implementation of their transportation element in their CIPs.
- Represents Pasco County on transportation issues.
- Occasional lifting and carrying 45lbs and over, reaching above shoulders, climbing, walking, standing, kneeling, bending and stooping.
- Performs other related duties as required.

Knowledge, Skills and Abilities

- Knowledge of local, State and Federal requirements applicable to transportation planning.
- Knowledge of modern principles and practices of regional transportation planning process.
- Knowledge of modern methods of collection and analysis of planning and engineering data.
- Knowledge of modern principles and practices of regional transportation planning process.
- Ability to plan, organize, support, lead and supervise the work of a professional staff.
- Ability to address elected and non-elected public officials, civic organizations, other community organizations, and citizens to present ideas and findings clearly and concisely, both in writing and orally.
- Ability to understand, interpret and implement applicable legislation, rules and regulations.
- Ability to work positively and cooperatively with The Pasco County Planning and Development Department, other County staff, and staff of Pasco County municipalities.
- Functional understanding of traffic modeling programs such as FSUTMS/Cube Voyager and other applications used by the organization, such as ArcGIS, Crystal Reports, and ADOBE Acrobat.
- Knowledge of FDOT, FHWA, and FTA standards, policies and requirements for agency planning documents.
- Knowledge of Florida's Growth Management legislation and federal and state transportation legislation.

- Knowledge of transportation and land-use issues.
- Experience in establishing and maintaining effective working relationships among staff, contractors, committees, and customers in a manner conducive to full performance and positive morale.
- Experience in providing effective guidance and oversight to personnel, conflict resolution and organizational leadership to create a cohesive working environment.
- Ability to establish and maintain effective working relationships with individuals or groups of people with diverse interests.
- Ability to plan, organize and supervise projects and programs.
- Skilled in the operation of and proficiency using computers and applications including word processing, spreadsheets, databases, presentations, Geographic Information Systems (GIS), transportation models, and other analytical and presentation tools (i.e., Word, Excel, PowerPoint, Adobe Pro, ArcGIS, CAD, FSUTMS, InDesign, websites).
- Ability to gather, study, and analyze data and other relevant transportation related information.
- Ability to understand, interpret, and apply procedures, principles and laws.

Minimum Requirements

PHYSICAL SKILLS: Frequent use of hands. Occasional lifting and carrying 45lbs and over, reaching above shoulders, climbing, walking, standing, kneeling, bending and stooping. Ability to communicate effectively using verbal, written, and visual communication.

EDUCATION, TRAINING AND EXPERIENCE: Graduation from an accredited college or university with a Master's Degree in urban planning, business administration, public administration, finance or related field and ten (10) years' progressively responsible experience in planning. Five (5) years' of MPO-related transportation planning experience, serving in a managerial capacity to include experience in intergovernmental relations, public administration and communications/public information required. Supervisory experience is required. Familiarity with federal and state transportation funding processes preferred.

LICENSES, CERTIFICATIONS OR REGISTRATIONS: Must possess a valid Florida driver's license.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

DRUG-FREE WORKPLACE: Pasco County BOCC is a drug-free workplace in accordance with Federal and Florida law.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES: All employees will be required to work before, during, or after an emergency. During an emergency, employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the County and its citizens.

VETERANS' PREFERENCE: Under Section 295.07, F.S., Chapter 55A-7, Pasco County BCC provides to Veterans, that preference in appointment will be given to preference-eligible applicants.

PASCO COUNTY WAS VOTED ONE OF THE NATION'S TOP WORK PLACES FOR 2021



Agency

Pasco County

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7536 State Street

Phone

New Port Richey, Florida, 34654

(727) 847-8030

(727) 847-8103

Website

<http://www.pascocountyfl.net>

MPO Executive Director Supplemental Questionnaire

QUESTION 1

I am aware that the following supplemental questions will determine my eligibility for this position.

- Acknowledge
- Decline

***QUESTION 2**

Are you a current Pasco County BOCC employee?

- Yes
- No

***QUESTION 3**

Do you have a Master's Degree in urban planning, business administration, public administration, finance or related field?

- No
- Yes

QUESTION 4

Which best describes your highest level of COMPLETED education?

- GED
- High School
- Associate degree
- Bachelor's Degree
- Master's Degree
- Doctorate
- None of the above

***QUESTION 5**

Which best describes the years of experience you have in planning?

- Less than one year of experience
- One year but less than two
- Two years but less than three
- Three years but less than four
- Four years but less than five

- Five years but less than six
- Six years but less than seven
- Seven years but less than eight
- Eight years but less than nine
- Nine years but less than ten
- Ten or more years of experience

***QUESTION 6**

Which best describes the years of experience you have in MPO-related transportation planning experience, serving in a managerial capacity to include experience in intergovernmental relations, public administration and communications/public information?

- Ten or more years of experience
- Nine years but less than ten
- Eight years but less than nine
- Seven years but less than eight
- Six years but less than seven
- Five years but less than six
- Four years but less than five
- Three years but less than four
- Two years but less than three
- One year but less than two
- Less than one year of experience

***QUESTION 7**

Do you have supervisory experience?

- No
- Yes

***QUESTION 8**

Do you possess a valid Florida driver's license or have the ability to obtain the license within 30 days from date of hire?

- Yes
- No

***QUESTION 9**

Are you a veteran who served as a member of the armed forces of the United States during a period of war, defined in Title 38, U.S.C., and who was separated from such service under honorable conditions, or the surviving spouse of any such veteran?(Supporting documentation needed at time of application or next business day)

- Yes
- No

***QUESTION 10**

I hereby acknowledge that Pasco County BOCC is a drug-free workplace in accordance with Federal and Florida law, and consent to pre-employment drug/alcohol testing, and agree to abide by the program and policy if employed by

Pasco County BOCC.

- Acknowledged
- Declined

***QUESTION 11**

Are you legally allowed to work in the United States?

- Yes
- No

***QUESTION 12**

Have you recently retired from the Florida Retirement System (FRS) Pension Plan or Investment Plan within the last 12 months?

- Yes
- No

***QUESTION 13**

Please specifically explain how your prior work experience and education match the qualifications for this position. (1000 characters or less)

***QUESTION 14**

How did you hear about this position?

- Facebook
- Friend/Family Referral
- Indeed
- Job Fair
- LinkedIn
- Magazine publication
- Pasco County
- Pasco County Traffic Sign
- Other

*** Required Question**