



EXECUTIVE DIRECTOR

METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
ALACHUA COUNTY / GAINESVILLE, FLORIDA



EXECUTIVE DIRECTOR

METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION

ALACHUA COUNTY / GAINESVILLE, FLORIDA

The Metropolitan Transportation Planning Organization (MTPO) serving Alachua County and the city of Gainesville is seeking a transportation professional to lead a new agency in the development and administration of a long range transportation improvement plan. The plan will address a multi-modal program responsive to a wide range of community interests. As a newly designated Transportation Management Area (TMA) the agency has additional funding and reporting requirements. The successful candidate will demonstrate a high level of commitment to local communities in the TMA and varied transportation user groups.

Alachua County is located in north-central Florida. The county population is 263,450 and covers over 960 square miles. The greater Gainesville region serves as a hub for employment and commercial activities for Alachua and 11 surrounding counties. Beyond the City urban center there are historic villages, agricultural areas and abundant natural areas, many preserved by conservation designation. Outdoor enthusiasts can enjoy rivers, lakes, and natural springs, plus trails for hiking and biking.

As home to a major university and State college, the area has Florida's highest concentration of 18-44 year olds. Gainesville is ranked highly on both business and retirement national lists of best places to do business, have a career, enjoy recreational activities, pursue cultural interests, and to retire. Museums and entertainment venues are supplemented by various festivals throughout the year to make the area a magnet for culture and entertainment. Parks and recreational facilities offer opportunities for all ages to enjoy, with University sports and entertainment bringing special offerings to the area.



THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (MTPO)

The MTPO boundary includes all of Alachua County. The Board has been expanded and now includes commissioners from the City of Gainesville and Alachua County. There are new representatives from the School Board, the Gainesville Regional Airport and a rural area representative, plus non-voting members from the University of Florida and the Florida Department of Transportation. This composition reflects transportation interests throughout the district geographically and based on system user groups. In addition to technical knowledge, skills and experience, the Director's leadership during this restructuring period must set and meet high expectations to establish a transportation vision for the future.

The Executive Director is the professional leader and official representative of the MTPO. Work is performed under broad direction of the board, but the Director functions with a considerable degree of independent judgement and discretion. A high level of initiative is expected to meet agency goals and responsibilities. The new Executive Director will hire four to five staff to support outreach, reporting, planning, project management, data analysis and administrative functions. General administrative functions in support of the MTPO are provided by Alachua County. While the MTPO plans and prioritizes transportation projects, funding is usually allocated to the government agency that is responsible for a roadway, route or operation. With the new TMA status, there are funds the MTPO can allocate to its own projects.





EXECUTIVE DIRECTOR ESSENTIAL FUNCTIONS

- Organize and staff the new MTPO agency; review current by-laws, policies and procedures for updates and revisions as needed
- Provide professional management, technical expertise, and fiscal oversight for MTPO operations
- Review and develop working knowledge of existing TPO plans, the Alachua 2050 model and area transportation work programs by local governments and the State
- Review transportation plans and programs to assess alignment with local goals and priorities and coordination needs
- Address transportation needs and goals comprehensively as a multi-modal system
- Develop agency resources, modeling, and transportation plans that make a significant contribution to area transportation improvements
- Orient board members and inform their decision making; provide input for board development of goals and priorities
- Provide routine updates to the board regarding system projects and conditions
- Secure appropriate agency certifications
- Develop effective working relationships with board members, project partners, local and state transportation providers
- Develop the agency website to engage users and serve as a community resource to collect and share information
- Direct preparation of the long term 20 year transportation plan and prepare an update in first year after appointment
- Develop scope of service for contracts, negotiate terms and oversee consultant performance
- Provide project management for large planning and corridor studies
- Collect data regarding transportation issues and conditions for analysis and interpretation
- Prepare the agency budget and manage resources to meet board goals and priorities
- Provide regular reports on capital projects and expenditures
- Oversee preparation of grant applications
- Prepare presentations and reports that communicate sometimes complex information to a variety of audiences
- Provide opportunities for public input including workshops, surveys
- Serve as agency liaison to local governments, transportation agencies, and the public
- Supervise and develop staff, set expectations, evaluate performance, take appropriate action as warranted
- Monitor and analyze impacts of transportation projects and regulations which affect the region
- Provide technical assistance and support to transportation agencies

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of transportation management principles and practices
- Knowledge of transportation planning and MTPO responsibilities and reporting
- Knowledge of federal and state oversight and funding sources
- Knowledge of project management including contract scopes, negotiation and oversight
- Knowledge of general management and supervisory principles and practices
- Knowledge of federal, state and local regulations impacting transportation systems
- Knowledge of multi-modal transportation systems
- Knowledge of transportation plans and capital programs; familiarity with local and state transportation programs, operations, system challenges and opportunities
- Skill in communications orally and in writing with a wide range of audiences
- Skill in the development of a variety of communication systems and methods that provide for routine, timely, clear and responsive information
- Skill in establishing board communications that address information needs and engagement
- Skill in the preparation of clear and precise reports and presentations
- Able to develop and make effective use of a website
- Able to analyze information and identify strategies to address problems or interests
- Able to multi-task and adapt to a dynamic work environment
- Able to prioritize activities consistent with agency goals
- Able to establish effective working relationships with the board, local and State governments
- Able to establish effective working relationships with other MPOs, agency partners, local business interests and the public
- Able to represent the MTPO and develop its identity and brand in the community

EDUCATION AND EXPERIENCE

Bachelor's degree, Master's degree preferred, in Urban and Regional Planning, Transportation Planning, Traffic Engineering, Geography, Public Administration or related fields, and 5+ years of progressively responsible supervisory or project management experience in private or public sector urban planning, or public administration in a transportation field or operation.

COMPENSATION

Salary of \$140,000 annually. Comprehensive benefit package with Florida Retirement System, health insurance, life insurance and optional participation in deferred compensation program. Relocation expenses are negotiable.

Apply online to www.GovHRjobs.com with resume, cover letter and contact information for five professional references by November 14.

Address to: Jim Dinneen, Independent Executive Recruiter

Questions may be directed to Jim Dinneen at (386) 846-2612



MGT