

## **FAMPO EXECUTIVE DIRECTOR**

### **DEFINITION OF WORK**

This position manages the Transportation Planning Section within the Planning & Inspections Department, and serves as the chief department staff person supporting the Fayetteville Area Metropolitan Planning Organization (FAMPO), that is the federally designated transportation planning organization tasked with managing the 3-C (Continuing, Comprehensive and Cooperative transportation planning process) transportation planning and programming process for the Fayetteville Metropolitan Area. Although housed within the Planning Department, FAMPO is a quasi-independent entity and its policy board is the Transportation Advisory Committee (TAC), comprised of elected officials and representatives from the multijurisdictional area, Federal Highway Administration, Federal Transit Administration and North Carolina Board of Transportation. FAMPO provides Transportation Planning services for all of Cumberland County, in cooperation with the Mid-Carolina Rural Transportation Planning Organization, in preparation for designation of non-attainment for ozone standards by the U.S. Environmental Protection Agency. Position is responsible for interacting with the governing board and federal agencies and is responsible for administrative duties such as planning, organizing and managing daily operations, ensuring quality assurance, managing human resource management functions, and staff development. Employees perform related work as required.

### **EXAMPLES OF WORK**

Employee exercises a high level of independent decision-making; reviews work of assigned staff; assists with interviewing and selecting staff; interprets and provides input into standard operating policies and procedures; and resolves discipline and other employee relations issues. Oversight includes development and monitoring division short and long term goals, and supervision of employees. Employee develops, amends, implements, interprets and enforces applicable County and department regulations; conducts or oversees the completion of special studies and projects and present final reports and results as assigned; and may serve a primary liaison between department and external stakeholders such as boards, other departments, and jurisdictions. Oversees the recruitment, employment, evaluation, and release of staff and contract personnel; supervises all organization staff, either directly or indirectly through senior staff; develops organization-wide goals, objectives, policies and procedures; prepares operations budget; and ensures that the MPO committees are kept fully informed on the condition of the agency and about any trends, events, or emerging issues of significance to the agency's success. Employee reports events and activities to MPO committees, senior management, elected and appointed officials; represents the organization on regional/local boards; reviews all MPO reports and presentations; and evaluates federal, state transportation and planning-related legislation and applicability to MPO projects. Employee also evaluates proposals for organization's consulting services; attends substantial number of evening and weekend meetings; and serves as the MPO point of contact for US Department of Transportation, Federal Highway Administration, Federal Transit Administration, North Carolina Department of Transportation, other Federal, State and Local agencies.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience:**

Graduation from a four-year college or university with a degree in urban or regional planning, civil engineering, geography, public administration, community development, or a related field; and five years of experience in governmental planning with two of those years in a supervisory capacity; or an equivalent combination of education and experience.

**Knowledge, Skills, and Abilities:**

Work requires considerable knowledge of: the theory, principles and techniques of the transportation planning profession and development process; federal, state and local laws, ordinances and codes pertaining to a wide variety of planning topics; principles of personnel management, including supervision, training and performance evaluation; methods and techniques of research and analysis; and the principles of budgeting and finance. Working knowledge is required of real estate terminology, laws, practices, principles, and regulations; and computer applications including Microsoft Office, Internet applications, and GIS. Necessary skills include: effective and persuasive leadership comfortable with all levels of staff, public and others; proven management skills and ability to manage day-to-day operations; strong written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees; strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers; and strong organizational skills. Employee must have the ability to understand and manage high-profile, sensitive or controversial political situations; strong problem-solving and negotiation skills; and ability to exercise sound and independent judgment within general policy guidelines. Work requires the ability to establish and maintain cooperative and effective relationships with intra-and interdepartmental personnel, as well as all external entities and individuals with whom the person in this position must interact.

**SPECIAL REQUIREMENTS**

AICP Certification is preferred.

Must have and maintain a valid North Carolina driver's license with an acceptable driving record. Background check with local law enforcement agency required. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the county policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

**ADA REQUIREMENTS**

Work requires the ability to perform simple movements requiring moderate coordination. Tasks regularly require oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease or pathogenic substances.

**Physical Requirements:**

Tasks involve the ability to exert light physical effort in medium level work environment daily, typically involving some combination of stooping, kneeling, crouching and crawling, and which may occasionally involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 30 pounds).