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CITY OF EL PASO  
Established Date: Feb 16, 2010

## Assistant Director - El Paso MPO (Unclassified)

Class Code:  
10 - Contract

### **SALARY RANGE**

\$33.70 - \$55.61 Hourly  
\$2,696.14 - \$4,448.64 Biweekly  
\$5,841.64 - \$9,638.71 Monthly  
\$70,099.70 - \$115,664.51 Annually

### **MINIMUM QUALIFICATIONS:**

Education and Experience: Bachelor's Degree in Urban or City and Regional Planning, Economics, Engineering, or related field; and four (4) years of professional experience in transportation planning, program management or systems development and two (2) years of supervisory experience.

Licenses and Certificates: A valid Texas Class "C" Driver's License or equivalent from another state.

### **GENERAL PURPOSE:**

Under administrative direction, manages, plans, organizes, coordinates, and implements intergovernmental and interagency activities of the El Paso Metropolitan Planning Organization (MPO) Planning Process.

### **TYPICAL DUTIES:**

Directly supervises the MPO's Program Managers of Long and Short-Range Planning, Programming, Operations, Public Outreach, Modeling. Involves: Represents the MPO Executive Director as needed in various interagency, international, national, federal, state, county, and local meetings and activities. Assists in the development and review of project executive summaries for the Transportation Policy Board (TPB) and its Committees and other transportation policy makers. Involves: Facilitate staff assistance to members of the Transportation Policy Board as needed, including preparation and presentation of staff reports and other necessary correspondence. Supports the TPB and its Executive Committee (EC), and other committees as required. Assists the MPO Executive Director in setting the monthly agendas and activities for the Transportation Policy Board (TPB), and the TPB committees. Represents the MPO Executive Director on New Mexico Department of Transportation and Texas Department of Transportation committees and other work groups as directed. Supports the International Transportation Working Group and other Department Of Transportation Border committees or work groups as needed.

Assists in the development of MPO's goals, objectives, policies, process, and procedures

necessary to provide transportation-planning services. Communicates transportation planning and programming, air quality policies, strategies with national and region's elected officials, and state and federal agency staffs. Assists the MPO Executive Director with the development and administration of the program department budget, develops or reviews program and project budgets and assists the Executive Director in estimates of additional funds for staffing, consultant or contractor assistance, equipment, training, materials, and supplies as necessary. Directs and participates in the development of the department's work plan, including reviewing, and evaluating work plan progress and products.

Assist the Executive Director in managing day-to-day operations. Coordinates departmental activities with those of other departments and outside agencies and organizations as needed. Review and recommends training for transportation/air quality department employees. Performs necessary personnel evaluations and disciplinary actions. Directs strategic transportation planning for area, sub-area, and corridor analysis. Directs departmental budget and prepares for multi-year forecast. Applies laws, regulations, policies, and guidelines of local, state, and federal government related to regional transportation planning.

Performs such other related duties as may be assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Application of good knowledge of principles and practices of urban planning, multi-modal transportation planning, and growth management.
- Application of good knowledge of principles and practices of geographic information systems.
- Application of good knowledge of methods and techniques of effective technical report preparation and presentation.
- Application of good knowledge of research methods related to urban growth, transportation and land use planning.
- Application of good knowledge of recent developments, current literature and sources of information related to municipal planning and administration.
- Application of good knowledge of applicable federal, state, and local laws, codes and regulations.
- Operate and use modern office equipment including a personal computer and appropriate computer programs.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**CLASSIFICATION STATUS:**

*(HR 02/16/10)*