

CITY OF VICTORIA

EMPLOYMENT OPPORTUNITY BULLETIN

OPENING DATE: 12-02-2011

CLOSING DATE: Open until filled

POSITION AVAILABLE: MPO Coordinator

JOB SUMMARY:

The MPO Coordinator is responsible for the management, coordination, and administration of the Victoria Metropolitan Planning Organization (MPO). Includes long-range comprehensive/ transportation plans; sub-area studies; short-range transportation improvement programs; urban and regional transit planning; annual work programs; and other pertinent MPO documents, policies, and programs. Performs various travel model activities and reviews results for technical accuracy. Conducts research and analysis of information and adherence to current federal legislation, TxDot and FHWA requirements. Ensure compliance with Federal and State laws and conformance to acceptable professional standards.

Knowledge, Abilities and Skills:

Ability to analyze, plan, organize, implement and effectively present ideas and concepts including rules, regulations, policies and procedures to MPO board members, council members, city staff and general public. Ability to establish and maintain effective employee and community relations. Ability to work independently using self-direction. Ability to communicate tactfully, courteously and effectively with council members, board members, city staff, media and general public. Skill in making public presentations. Skill in communicating logically, persuasively and accurately both orally and in writing to citizens and the media. Knowledge of transportation planning processes and procedures, state and federal legislation and rules governing MPOs, federal and state transportation programs and funding allocation processes. Ability to utilize transportation modeling software and ArcGIS.

Minimum Education, Experience and Certification:

Bachelor's degree from an accredited college or university in urban/regional/transportation planning or civil engineering preferred. Minimum three years progressive experience in related field of transportation planning and/or urban planning and development (experience in transportation planning with an MPO, COG, local governments, state or federal agencies involved in metropolitan transportation planning preferred). AICP certification or professional engineer registration preferred. Valid Texas driver's license with driving record and credit check that meets City guidelines.

SALARY: \$50,000-\$55,000/year

Applications are available online at www.victoriatx.org. Free computer access and application assistance are available at these locations:

- Human Resources Office, City of Victoria 700 Main Center, Suite 101, Victoria, TX (361) 485-3500
- The Victoria Public Library 302 N. Main St. Victoria, TX (361) 485-3302
- Workforce Solutions Center 120 S. Main St., Suite 501, Victoria, TX (361) 576-5872

The City of Victoria is a drug free, tobacco free work-place. Offers of employment with the City will be tentatively based on successfully completing and passing required screening including criminal

background check, drug screen, and credit check. This position is open to any person meeting the minimum qualifications as outlined in the current job description on file in the Human Resources Department.

The City of Victoria does not discriminate on the basis of disability in the admission to, or access to, or treatment or employment in, its programs or activities. The City of Victoria invites applicants to disclose any need for accommodation in the application process.

To be considered for re-employment, an applicant must be eligible for rehire and have a satisfactory past employment history.

Please contact the Human Resources Department for further information (361)485-3500.

The City of Victoria is an Equal Opportunity Employer.