

**CORPUS CHRISTI METROPOLITAN PLANNING ORGANIZATION (MPO)**  
**MPO TRANSPORTATION PLANNING DIRECTOR**

Salary Level: Negotiable Based on Experience

To apply: Submit completed Nueces County Employment Application available at the Human Resources (HR) Dept., Nueces County Courthouse, 901 Leopard St., Rm. 302.02, Corpus Christi, or <https://nuc-online.aspgov.com/finance/applicant/public/default.aspx>, Proof of highest level of education, and Copies of applicable licenses/certifications no later than 5 pm on the closing date to the HR Dept. Required tests must be completed by closing date, unless stated otherwise. If you need to submit your application by fax dial (361) 888-0206. For info., call (361) 888-0208.

Location: 602 N. Staples St., Suite 300, Corpus Christi, TX 78401

Department: 0370    Job Class: 7001    Pay Grade: 42 (Negotiable Based on Experience)

Open Date: November 5, 2018

Closing Date: December 2, 2018

**SUMMARY:** As director of the Metropolitan Planning Organization, the incumbent manages and performs the administrative and technical tasks in establishing and maintaining a continuing, cooperative, and comprehensive transportation planning process that consider all transportation modes and supports community development and social goals. These plans and programs shall lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods in the Corpus Christi Transportation Management Area (TMA).

**SUPERVISION RECEIVED:** Takes directions from and reports progress to the Transportation Policy Committee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Incumbent coordinates transportation planning activities of the City of Corpus Christi, City of Portland, City of Gregory, Regional Transportation Authority (RTA), Nueces and San Patricio counties, Port of Corpus Christi Authority, and Texas Department of Transportation (TxDOT).

- Supervises (hires, terminates, and evaluates) all MPO staff as identified in the Unified Planning Work Program (UPWP). Maintains adequate staff to continually execute the transportation planning responsibilities required to keep the study up to date.
- Administers and coordinates Metropolitan Planning Organization activities with signatories of the MPO and the Texas Department of Transportation.
- Assures compliance with the Federal and State Transportation Planning Regulations by providing reports and certifications to the sponsoring organizations.
- With cooperation of TxDOT, RTA, and other participants in the MPO activities, incumbent develops, revises, and obtains approval of the Metropolitan Transportation Plan (MTP) for the Corpus Christi Metropolitan Area.

- Develops the Transportation Improvement Program (TIP) for the Corpus Christi Metropolitan Area with cooperation of TxDOT, RTA, and other participants in the MPO activities. Obtains approval of the TIP and amendments to the TIP, as needed.
- Develops and obtains approval of the Unified Planning Work Program (UPWP) for the Corpus Christi Metropolitan Area.
- Prepares Performance Reports and Expenditure Reports and submits those to TxDOT for reimbursement of expenditures.
- Assists applicants in preparing applications for the Statewide Transportation Alternatives Program and other funding opportunities related to UPWP tasks.
- Provides staff support to the Transportation Policy Committee and the Technical Advisory Committee. Prepares the meeting agendas and distributes them to the Committee members no later than one (1) week prior to any scheduled meeting. Members desiring an item to be included on a meeting agenda shall notify the Transportation Planning Director no later than two (2) weeks prior to the meeting.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County's insurance carrier.

**EDUCATION and/or EXPERIENCE:** Requires a bachelor's degree from an accredited college or university in planning, engineering, or a related field, and six years of progressively responsible urban planning work, including computer forecasting of future travel demand. At least two years of this experience should be in a project management capacity. A year of post graduate study in urban planning or civil engineering may be substituted for one year of experience. Previous experience with a Metropolitan Planning Organization is a plus.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Class C Texas Driver's License. Certified Planner (American Institute of Certified Planners) preferred.

**LANGAUGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

**OTHER SKILLS AND ABILITIES:** Position requires an individual with considerable knowledge of the principles and practices of urban transportation planning pursuant to Federal and State of Texas authorizations, appropriations and regulations:

- Ability to interpret and synthesize technical information related to community growth and infrastructure issues to inform complex planning and resource allocation decisions
- Ability to communicate effectively and courteously with the elected and appointed officials, public, staff, and other agency personnel; very strong writing skills required
- Experience developing and managing organizational budgets and accounting processes
- Experience managing professional and technical staff to maintain the transportation planning process, including sufficient knowledge of transportation modeling programs and geographic information system (GIS) to manage technical staff
- Experience in applied research methods, including survey design and statistics

**PHYSICAL AND ENVIRONMENTAL FACTORS:** Duties are primarily performed in an office setting. In addition to sitting for long periods of time, the incumbent's duties may necessitate occasional bending, squatting, reaching, carrying, lifting papers and supplies weighing up to 20 pounds. Essential duties require incumbent to have visual clarity and manual dexterity to work on a personal computer, GIS workstation, and various equipment normally used in an office environment. The incumbent must possess ability to work in stressful situations. The work will require travel to other agencies within the metropolitan area and outside of the MPO area.

**NOTICE TO APPLICANTS:**

*A candidate for employment may be required to submit to drug testing prior to a formal offer of employment. If a positive result occurs, the candidate will be disqualified from employment with Nueces County for one year from the date of the test result. Nueces County Personnel and Civil Service Rules require all newly-hired or rehired individuals to serve a six-month probationary period.*

***Nueces County is an equal opportunity employer***