

**CITY OF LUBBOCK**  
invites applications for the position of:



# Transportation Planning Assistant Director (MPO)

An Equal Opportunity Employer

**SALARY:**           \$45.04 Hourly  
                          \$3,603.12 Biweekly  
                          \$93,681.12 Annually

**OPENING DATE:** 08/23/21

**CLOSING DATE:** Continuous

**SUMMARY:**

Assist in the development of Metropolitan Planning Organization (MPO) goals, objectives, policies, process and procedures necessary to provide transportation planning services. Assist with management of administrative and technical tasks related to maintaining a continuing, cooperative, and comprehensive transportation planning process that considers all transportation modes and supports community development activities of the MPO.

**ESSENTIAL FUNCTIONS:**

- Assist with establishing and managing a fair and impartial setting for effective regional decision-making in the metropolitan area.
- Assist the MPO Executive Director in managing day-to-day operations.
- Coordinate departmental activities with other departments and outside agencies and organizations as needed.
- Assist with the evaluation of transportation alternatives, scaled to the size and complexity of the region, to the nature of its transportation issues, and to the realistically available options.
- Represents the MPO Executive Director as needed in various interagency, international, national, federal, state, county, and local meetings and activities.
- Facilitate the collaboration of government, interested parties, stakeholders and residents in the transportation planning process.
- Provide input in the development and administration of the department budget.
- Facilitate staff assistance to members of the Transportation Policy Board as needed, including preparation and presentation of staff reports and other necessary correspondence.
- Support the overall operation and administration of the MPO to provide for the consideration and implementation of local projects and strategies that address transportation efficiency, safety, accessibility, interconnectivity, and consistency with local land use and anticipated growth patterns.
- Review recommendations from staff regarding MPO operations, plans and programs.
- Present appropriate recommendations to the MPO Executive Director for approval.
- Direct formulation of organizational projects and priorities.
- Select, train and supervise personnel directly.
- Establish performance standards; evaluate the performance of subordinate staff, and establish work priorities, goals, objectives and schedules.
- Support the development and administration of public relations effort to inform citizens or internal staff of services provided, and to promote effective citizen and staff relations.
- Monitor and ensure achievement of organizational goals. Report progress to the MPO

Executive Director.

- Keep abreast of legislative issues and community initiatives.
- Make presentations to City Councils and other citizen groups as requested by the MPO Executive Director and stakeholders.
- Perform various duties or assignments as directed by the MPO Executive Director; specific areas of responsibility may be modified at the discretion of the MPO Executive Director.

## **QUALIFICATIONS:**

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

*Valid Texas Driver's License*

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

- Developing and managing organizational budgets and accounting processes.
- 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.
- Applied research methods, including survey design and statistics.
- Facilitating collaboration of governments, interested parties, and citizens in the planning process through intergovernmental collaboration, rational analysis, and consensus-based decision making.
- Communicate effectively and courteously with representatives from Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, Federal Railroad Administration, and selected Indian Tribes (Sovereign Nations).

### **Ability to:**

- Interpret and synthesize technical information related to community growth and infrastructure issues to inform complex planning and resource allocation decisions.
- Communicate effectively and courteously with the elected and appointed officials, from municipal, county, state and federal jurisdictions, public, staff and personnel from different modes of transportation such as public transit, freight, bicycle/pedestrian, aviation, maritime, and pipelines; very strong writing skills are required.
- Monitor short-range and long-range needs to ensure compliance with local, state, and federal regulations.

### **Physical Requirements**

- Frequently stand and walk;
- Frequently flex upper trunk forward;
- Frequently lift up to 25 pounds;
- Frequently push and pull objects;
- Frequently flex upper trunk forward, partial flexing of knees;
- Frequently reach above, at or below shoulder height;
- Continuously talk, see and hear.

<http://www.mylubbock.us>

TRANSPORTATION PLANNING ASSISTANT DIRECTOR (MPO)  
PH

THE HUMAN RESOURCES IS LOCATED AT:

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