



Nueces County

## Transportation Planning Coordinator – MPO – 7008-0370

<b>SALARY</b>	\$24.26 Hourly	<b>LOCATION</b>	Corpus Christi, TX
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	23-01811
<b>DEPARTMENT</b>	METROPOLITAN PLANNING ORGANIZATION	<b>OPENING DATE</b>	07/28/2023
<b>CLOSING DATE</b>	8/20/2023 11:59 PM Central		

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### SUMMARY

Under general supervision of the Transportation Planning Director, the Transportation Planning Coordinator: (1) provides technical and administrative assistance in developing, updating, and administering the Corpus Christi MPO's transportation planning and programming, (2) manages the office finance and performs the Accounts Payable/Accounts Receivable functions, and (3) provides the overall administrative support for the office, the Corpus Christi MPO staff, and the MPO's Committees.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

This position performs the following essential functions:

Assists in the preparation and maintenance of the Transportation Improvement Program (TIP), Metropolitan Transportation Plan (MTP), Unified Planning Work Program (UPWP), Annual Project Listing (APL), and Annual Performance and Expenditure Report (APER).

Assisting in activities related to performance-based planning, non-discrimination plans, and other elements of metropolitan transportation planning to ensure federal compliance.

Conducts research on routine to more complex projects, gathers information and identifies issues impacting assigned projects; collaborates on and coordinates project communication materials with Corpus Christi MPO staff, partner agencies, and committee members.

Assisting in a variety of transportation planning research activities including field surveys and data analysis.

Supporting the planning and implementation work of the Multimodal Transportation Planning activities.

Assists with the successful completion of projects assigned; coordinates and communicates with Corpus Christi MPO staff, partner agencies, and committee members; assists in preparing draft and final project documents.

Assisting in the preparation of public involvement activities and materials and participating in public involvement activities associated with multimodal planning and projects.

Responds to information requests, inquiries from general public and transportation planning partner agencies; performs research and gathers requested information; prepares correspondence and presents findings.

Reviews, verifies, and submits the monthly PL funds billing or other federally funded billings to TxDOT.

Manages the office finances, perform AP/AR functions, prepares Purchase Orders, reconcile P-cards, keep bank register for the Strategic Reserve Funds and reports to the Transportation Planning Director monthly.

Prepares required documents for TIP and TIP amendments and uploads into TxDOT's eSTIP system.

Performs the timekeeper function and submits the Corpus Christi MPO timesheets to Nueces County Payroll every two weeks.

Reviews regional and state-wide partner agency and committee meeting agendas and extracts relevant agenda items and informs the Corpus Christi MPO staff.

Updates and maintains Corpus Christi MPO files, records, documents.

Provides administrative support for the Transportation Policy Committee, Technical Advisory Committee, and other ad hoc committees, workshops, etc.

Performs other tasks related to Corpus Christi MPO activities as required.

## **EDUCATION AND/OR EXPERIENCE**

Requires a bachelor's degree in urban and regional planning, geography, public administration or directly related field from an accredited college or university OR an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job listed above.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Class "C" Texas Driver's License.

## **KNOWLEDGE, SKILLS AND ABILITIES**

General concepts of urban and regional planning,

Knowledge of federal, state, and local laws, codes, regulations,

Knowledge of principles and practices of research and data collection,

Basic concepts and methods of project management,

Basic knowledge of Geographic Information Systems.

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### **Agency**

Nueces County

### **Department**

METROPOLITAN PLANNING ORGANIZATION

### **Address**

602 N. STAPLES  
SUITE 300  
Corpus Christi, Texas, 78401

### **Phone**

361-884-0687

### **Website**

[www.nuecesco.com](http://www.nuecesco.com)