

RIO GRANDE VALLEY METROPOLITAN PLANNING ORGANIZATION
(Administrative Services Provided by the LRGVDC)

Executive Director/Director V
JOB DESCRIPTION

LRGVDC CLASSIFICATION INFORMATION

DEPARTMENT: Transportation
DIVISION: RGVMPPO
TITLE: Executive Director

STATE CLASSIFICATION INFORMATION

CLASS TITLE: Director V
JOB STATUS: Exempt
SALARY GROUP: B32

SUMMARY OF POSITION

Responsible for all aspects of the Rio Grande Valley Metropolitan Planning Organization (RGVMPO) operations, including the coordination and negotiation with member and partnering agencies. The RGVMPO Executive Director is accountable to the RGVMPO Metropolitan Service Area or Area of Responsibility and supports the neighboring counties in the Rio Grande Valley region. This position is under the general supervision of the Transportation Policy Board (TPB) Chair and the Executive Director of the Lower Rio Grande Valley Development Council. The RGVMPO Director is expected to provide leadership to the TPB, and the staff related to long and short-range planning of multimodal transportation systems, facilities, air quality, services, and their requirements. The RGVMPO Director is responsible for executing the transportation planning and programming tasks assigned to staff through the Unified Planning Work Program, as outlined in 23 USC 134(f) and 49 USC 8 to maintain Federal Certification. The RGVMPO Director is expected to be an active member in civic/community-oriented associations.

ORGANIZATIONAL RELATIONSHIPS

- 1. Reports to:** RGVMPO Transportation Policy Board and LRGVDC Executive Director
- 2. Directs:** RGVMPO Staff
- 3. Administrative:** Coordinates compliance with the fiscal agent's (LRGVDC) procurement and human resources policies and procedures.
- 4. Other:** Works closely with Policy and Technical Representatives of RGVMPO local government members has frequent contact with local elected officials, state and federal government representatives, and the public.

EXAMPLES OF RGVMPPO FUNCTIONS & RESPONDSIBILITIES

- ❖ Develops RGVMPO goals, objectives, policies, and procedures necessary to provide transportation planning services.
- ❖ Develop and administer the RGVMPO budget by setting overall program direction, participating in the acquisition of local, state, and federal grants and other sources of funding for departmental programs and projects.
- ❖ Facilitates and or participates in TPB objectives, policies, meetings, and committee meeting agendas.
- ❖ Work with the TPB to ensure comprehensive and cooperative policies, plans and processes reflect the current and future transportation and growth management needs of the RGVMPO Study Area.

- ❖ Communicate transportation planning policies, strategies with region's elected officials and state and federal agency staff.
- ❖ Coordinate RGVMPO activities with those of other departments and outside agencies and organizations as required.
- ❖ Participate in the administration of contractual agreements with consultants and subcontractors.
- ❖ Participating in public outreach efforts at all levels of government to promote the goals and activities of the RGVMPO.
- ❖ Develop, maintain, and implement the Unified Planning Work Program (UPWP), the Metropolitan Transportation Plan (MTP), and the Transportation Improvement Program (TIP) in cooperation with the participating agencies and staff.
- ❖ Increase the RGVMPO's visibility as the primary regional transportation planning forum.
- ❖ In a timely manner, conduct education and leadership development programs for TPB members.
- ❖ Ensures timely and cooperative communication and coordination between community stakeholders (i.e., TPB members, citizens, elected officials, advocacy groups, etc.) other governmental agencies, staff, and the media to build the consensus for the implementation of an inclusive transportation planning process.
- ❖ Travel within and outside the RGVMPO Study Area to attend relevant meetings involving organizations with vital strategic links to the RGVMPO.
- ❖ Seek abreast of state and federal legislation, policies, and summarize potential impacts of changes.
- ❖ Responsible for promoting a welcoming work culture at the RGVMPO.
- ❖ Review and perform necessary personnel evaluations and disciplinary action with consultation of Human Resources when appropriate.
- ❖ Comply with all applicable local, state, and federal laws.
- ❖ Performs other related duties as assigned.

WORKING CONDITIONS

In performing the duties of this job, the Executive Director generally works in a business office setting. In the normal course of business, the Executive Director will be required to frequently travel to locations within and outside the RGVMPO area.

EDUCATION, TRAINING and EXPERIENCE

Master's degree is preferred in transportation planning, project management, public administration, urban planning, or related field with three (3) years of progressively responsible transportation planning and administrative experience, to include at least seven (7) of managerial/leadership experience.

Bachelor's degree in transportation planning, and project management, public administration, urban planning, or a related field with three (3) years or progressively responsible transportation planning and administrative experience, to include at least nine (9) years of managerial/leadership experience.

Valid Texas Class C Driver's License with an acceptable driving record.

Bilingual (English and Spanish) communication skills are desirable.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge, Skills, and Abilities:

- Application of considerable knowledge of principles and practices of urban planning, multi-modal transportation planning, and growth management.
- Application of considerable knowledge of principles and practices of geographic information systems.
- Application of considerable knowledge of methods and techniques of effective technical report preparation and presentation.
- Application of considerable knowledge of research methods related to urban growth, transportation, and land use planning.
- Application of considerable knowledge of recent developments, current literature and sources of information related to municipal planning and administration.
- Application of considerable 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.
- Capacity to Communicate at a C-suite level and strong presentation skills. Capable of publicly speaking.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Registration, Certification, or Licensure

- Valid/Current Texas Driver's License
- May be required to be registered, certified, or licensed in a specialty area.

Goals and Objectives:

The goals and objectives focus on several items to include Policy Member guidance, regional priorities, RGVMPPO staff development, and establishes reasonable metrics of success.

Deliverable/Metric
Develop and create a "New Transportation Policy Board Member Orientation" Packet <ul style="list-style-type: none">- Create MPO-101 Training for all Policy Members and a General Public presentation
Create and publish a calendar of events to include major due dates: TIP, MTP, amendments.
Develop and create a training on FHWA (to include TxDOT) funding and requirements to assist cities and other applicants as they navigate projects/programs.
Develop and implement a regional priorities workshop with MPO Policy Board for the purpose of broadening engagement.
Develop and implement internal processes and procedures for RGVMPPO staff to monitor, facilitate, and support RGVMPPO Projects.
Establish metrics for tracking outreach efforts and develop reasonable targets to ensure staff are present in the community and outreach efforts are transparent.
Develop and implement policy guidebooks to be regularly updated on project management for the region on how to: <ul style="list-style-type: none">- Apply for funding.- Manage TxDOT forms, processes, requirements.- Land use and transportation (transit)

- Adhering to FHWA requirements.
- Best practices
- Operational procedures for how federally and state funded projects are prioritized and contracted.
- Create and present on American Disabilities Act specific trainings (design and inclusivity) for policy making, funding, etc.
- Create Title VI development guidebook for regional local governments and the general public.

Present and distribute freight plan corridor presentations which impact the economy: land, air, water, rail, space.

- Facilitate relationships with local and state-wide rail to improve coordination and regional planning

Facilitate regular discussions with Policy Board.

Conduct and provide quarterly progress reports to Policy Board on transportation projects with highlights and emerging issues, such as, deadlines, expenditures, and reallocation plan.

As one of the top MPO in the state, apply and/or compete for funding and competitive grants.

Host two (2) minimum trainings a year for all cities/partner organizations on FHWA & TxDOT fundings. More trainings will be made available as needed in consideration of time-sensitive issues. These trainings will be recorded and published on RGV MPO website.

Foster staff development by hosting one (1) team building activity each year. A report should be submitted to the Policy Board noting the results of these activities.

Meet with LRGVDC Administration (Executive Office, Finance, Procurement) regularly (each quarter, or more as necessary) to report any projects or programs that relate to finance or procurement.

Host annual meeting or retreat (each January) for Policy Board members to create a strategic development plan for the RGV MPO. Activities will include a presentation on what other MPOs in Texas are doing well; include success stories, best practices, informational sessions, and determine the goals and objectives for the Executive Director for the upcoming year.

RGVMPO Employee's Printed Name

RGVMPO Employee's Signature

Date

LRGVDC Executive Director's Signature

Date

Reviewed: 06/19/2020