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## Job Description

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<b>Position Title:</b>	Executive Director
<b>Department:</b>	Executive
<b>Reports To:</b>	MetroPlan Orlando Board
<b>Category:</b>	Exempt

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### Position Summary

The Executive Director of MetroPlan Orlando, which serves as the federally-designated metropolitan planning organization (MPO) for the Orlando Urban Area, is responsible for executing the policies and direction established by the Board in support of transportation needs of the Orlando urban area. The Executive Director oversees the operation of the organization and its staff and reports pertinent information to the Board.

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### Essential Functions

- Provide leadership and work with the Board to assure comprehensive, cooperative and continuing policies, plans and processes are developed that reflect the current and future transportation and growth management needs of Central Florida's defined "Study Area." (15% of time)
- Assure that the responsibilities of the organization as defined by Federal regulations, Florida Statutes and rules adopted by the Board are conducted appropriately and successfully. (15% of time)
- Facilitate the successful achievement of all the goals and objectives that are explicit or implied in the organization's understanding of the area's "comprehensive transportation system." (10% of time)
- Provide leadership beyond the geographical borders of the organization to promote the development of an effective regional transportation system with neighboring metropolitan planning organizations serving the larger Central Florida market. (5% of time)
- Oversee and assure the highest quality of all products. (5% of time)
- Ensure that communications and coordination between all stakeholders take place in a timely and cooperative manner, providing a framework for building understanding and consensus. (15% of time)
- Continually educate and inform the Board of current issues and directions in transportation planning and funding, including relevant and timely reports. (10% of time)
- Act as a primary advocate within the community, including the media, on the organization's priorities. (10% of time).
- Set parameters, guidelines, scope, accountability and performance standards for all consultants, firms and agencies engaged by the organization. (5% of time)

- Provide a safe, secure, discrimination and harassment free working environment for all staff members. (5% of time).
  - Assure that the MPO in all its dealings with other agencies, consultants and suppliers maintains the highest standards of fiscal control and integrity, consistent with all applicable federal and state requirements. (5% of time).
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## Other Functions

- Manage the Deputy Executive Director, Director of Finance and Administration, and the Director of Regional Partnerships. Also, indirectly supervise all other staff members.
- Responsible for the overall direction, coordination and evaluation of all departments.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include: interviewing, hiring, and training staff members; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; succession planning; addressing complaints and resolving problems.
- Develop and manage relationships with other transportation agencies and strategic business partners
- Perform additional duties as assigned by the Board.
- Attend relevant meetings involving member organizations and business partners.
- Continually reflect a professional image for the organization.

*Note: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

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## Job Qualifications

### Education, Experience, & Training

- Bachelor's degree in transportation planning, urban or regional planning, engineering, public administration or business administration; Master's degree preferred
- Minimum of ten years' experience directing an organization or business unit with previous transportation planning experience
- AICP certification preferred
- Equivalent combination of education and experience

### Knowledge, Skills, & Abilities

*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, skills, and/or abilities required.*

- Ability to read, analyze, and interpret common business and technical journals, financial reports and legal documents
- Ability to respond to inquiries or complaints from Board members, the public, regulatory agencies or members of the business community
- Ability to effectively present information to the Board and other groups
- Ability to work with and apply mathematical concepts such as fractions, percentages, ratios and proportions to practical situations

- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Valid driver's license
- Knowledge of federal and state laws and regulations pertaining to the operating of a metropolitan planning organization
- Knowledge of modern principles, methods and techniques of administration and program planning
- Research skills
- Analytical skills
- Exceptional written and oral communication skills
- Public speaking and presentation skills
- Ability to establish and maintain effective working relationships with federal, state, regional and local agencies, community leaders and the general public
- Leadership and management skills
- Interpersonal skills
- Consensus building
- Organizational skills
- Project management skills
- Active in civic or community oriented associations
- Willingness to travel to community meetings, Board members' offices, consultant's locations, project sites, conference/meeting/event locations. Local Travel constitutes 20% of time; other travel constitutes 10% of time

*It is the individual responsibility of every employee to maintain a current awareness and understanding of appropriate laws, regulations, internal policies and procedures, and to comply fully with those laws, regulations, policies and procedures. Additionally, managers and supervisors are responsible for creating an environment in which they hold their employees accountable for the above.*

### **Physical Requirements**

The work environment for this position is an office setting. Light travel is required within the three-county region and beyond.

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MetroPlan Orlando is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, MetroPlan Orlando will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

All job descriptions are subject to revision and amendment. Job descriptions shall be reviewed and updated, if necessary, at least annually during the normal employee review period. I have received a copy of this job description and am fully aware of the expectations of the job.

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Executive Director

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Date