

MAJOR FUNCTION

The primary function of this position is to assist the Executive Director in carrying out the mission of the Capital Regional Transportation Planning Agency (CRTPA). This is a technical, professional, and managerial position that requires an understanding of transportation planning and associated transportation planning processes. In addition, in the absence of the Executive Director, the Assistant Director represents CRTPA at meetings/events such as the Metropolitan Planning Organization Advisory Committee (MPOAC) and Florida Department of Transportation (FDOT) meetings. This position supervises the CRTPA Planning Manager.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Provides staff services to the Capital Region Transportation Planning Agency (CRTPA) Board and Executive Board. The Assistant Director's major responsibility is for the development of corridor planning projects as well as other transportation planning projects identified by the CRTPA Board. In addition to project identification, this position oversees the development of, and periodic amendments/revisions to, the Long-Range Transportation Plan (LRTP) while ensuring the LRTP meets federal and state requirements. Additional LRTP work includes following the appropriate public involvement procedures, coordinating the development of the LRTP with CRTPA member governments and the FDOT. Leads the development of Bicycle and Pedestrian Master Plans (BPMP) for certain member governments, coordinating the development of the BPMP with CRTPA member governments and state agencies including the FDOT, identifying potential stakeholders and coordinating activities to gather input/feedback on the BPMP. Additional multimodal responsibilities include the development of the regional trails network associated with the Capital City to the Sea Trails and/or other projects identified in the various BPMP's or LRTP documents, coordinating development of FDOT's SunTrail applications for regional trail projects, and coordinating with local government staff in the development and implementation of regional trails. Coordinates the development of the CRTPA's response to the Federal Highway Administration's (FHWA) triennial Transportation Management Area (TMA) Certification and the FDOT's annual certification process. Recommends the selection, transfer, lay-off, recall, promotion or discipline of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases.

Other Important Issues

Attends meetings and community involvement events of transportation partner agencies as required in support of CRTPA efforts or requests. Participates in community involvement projects. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable technical knowledge of the Metropolitan Planning Organization (MPO) transportation planning process. Knowledge of the inter-relationships between planning and other physical and social planning activities. Ability to communicate effectively orally and in writing. Knowledge of transportation computer modeling. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a master's degree in urban planning, transportation engineering, transportation planning or a related field; or a related field and five years of professional transportation planning experience; or an equivalent combination of education and experience.

Necessary Special Requirements

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment.

Established: 08-31-19