

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

POSITION DESCRIPTION

POSITION: **Farmington MPO Officer**

REPORTS TO: Executive Director

SUPERVISION: Staff and consultants of the Farmington MPO

PAY RANGE: Senior Professional/Supervisory

POSITION SUMMARY: Under general policy direction by the Farmington MPO Policy Committee and administrative oversight by the COG Executive Director, the MPO Officer is responsible for management, coordination, and administration of the MPO, including program, staff, budgets, assets, and facilities, as well as communication with stakeholders, the community and the press.

QUALIFICATIONS: This position requires a seasoned professional, with expertise and experience in planning, program management and personnel supervision. Specific background in transportation planning and in small-metro localities will be important professional assets. Specific qualifications may include the following, and may be waived or modified at the discretion of the COG Executive Director and the Farmington MPO Policy Committee:

1. College Education and Professional Certification:

- College degree required at Bachelor's level or above, Master's degree preferred, with major or emphasis in fields related to community planning, transportation planning, public administration and/or other compatible academic fields.
- Recognized professional certification also preferred, such as from the American Planning Association and/or the Institute of Transportation Engineers.
- Significant relevant experience, past performance and skill may be considered in lieu of academic requirements.

2. Related Professional Experience & Expertise:

- A minimum of five (5) years of increasingly responsible experience in professional planning, including three (3) years of administrative and supervisory responsibility;
- Specific transportation planning experience is preferred, including technical skill in electronic and conceptual tools of the transportation planning trade, e.g., GIS mapping and traffic modeling, as well as program management and supervision.
- Working familiarity with the cultures, geographies, economies and communities of the Farmington area and Four Corners region preferred.

3. Relevant Knowledge: Sound working knowledge preferred in:

- The workings of federal, state, local and tribal government, as well as of the role of cooperative agencies such as regional councils and MPOs in achieving public objectives, with particular knowledge of New Mexico state government preferred.
- Regional transportation planning principles, practices and methods;
- Applicable policies, laws and regulations affecting MPO activities.

4. **Analytical skills:** Ability to read, comprehend and evaluate a wide range of professional materials; ability to analyze situations and problems and to work systematically toward solutions and responses; “quick study” on projects (purpose, context, key players, relationships, etc.); and ability to interpret, discuss and act upon information across a range of topics.
5. **Leadership and management skills:** Demonstrated ability to organize and lead teams and organizations; to articulate and obtain commitment to organizational mission; to inspire effort in the pursuit of professional excellence; to provide structure, direction and resources as needed to achieve organizational objectives; and to delegate and coordinate staff activity appropriate to their accomplishment.
6. **Communication skills:** High level of skill in written and verbal communications; positive and constructive attitude; flexible and adaptable personality; mature approach to conflict resolution; ability to facilitate and lead meetings, groups, teams and committees; and ability to make public presentations with confidence, effectiveness, and adaptability to different audiences.
7. **Human relations skills:** Strong human relations skills, including ability to work well with persons both internal and external to the organization; ability to build and sustain constructive and cooperative working relationships; and good public relations skills, including appropriate discourse with a diverse range of stakeholders;
8. **Organizing Skills:** Ability to organize people, projects, schedules, activities, materials and information in an efficient and productive manner.
9. **Professional commitment:** Strong goal orientation; commitment to meet high professional standards; ability and willingness to seek innovative responses to the service area’s transportation challenges; ongoing professional interest in the work of regional transportation development.
10. **Driver’s license:** Possession of or ability to obtain a valid New Mexico driver’s license.
11. **Drug & Alcohol-Free Workplace:** This position is subject to the Drug & Alcohol-Free Workplace policy, including testing as needed for pre-employment qualification, post-accident assessment, reasonable suspicion assessment, and return-to-work and other follow-up assessments.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- **Plans and Policies:**
 - Provides direct oversight of FMPO assignments and projects, including implementing tasks and work products outlined in the approved *Unified Planning Work Program* (UPWP), and managing budgets in accordance with the UPWP and the fiscal agent’s procedures and policies.
 - Develops, maintains, and ensures updates to the UPWP, the Public Participation Plan (PPP), the Title VI Plan, the Transportation Improvement Program (TIP), and the Metropolitan Transportation Plan (MTP) for review by the MPO Technical Committee, approval by the MPO Policy Committee, and submittal to NMDOT.
 - As deemed necessary by the FMPO Policy Committee, prepares revisions to the Joint Powers Agreement (JPA) and the FMPO Bylaws.
- **Compliance:**
 - Ensures the FMPO’s compliance with the State’s Open Meetings Act, the Inspection of Public Records Act, and other applicable state and federal laws and rules.
 - Stays up-to-date with state and federal legislation and policies, prepares summaries of changes for committee members and prepares updates to work products as needed and required.
 - Prepares and submits the FMPO’s Quarterly Reports to NMDOT.
 - Prepares for and meets with NMDOT staff on the Annual Quality Assurance Site Review, and works to resolve all identified issues, including provisions in Corrective Action Plans (CAP).

- **Budget & Finance Management:**
 - Prepares and approves expenditures for the FMPO in accordance with the approved UPWP and all applicable State and Federal Laws,
 - Prepares and approves reimbursement packets/invoices to NMDOT and the member entities, coordinating the approval of and on behalf of the MPO's Fiscal Agent,
 - Prepares and submits the Annual Performance & Expenditure Report (APER), and for preparing and posting the Annual Listing of Obligated Projects.
 - Ensures submission to NMDOT of the fiscal agent's Annual Financial Audit within 30 days of approval by the MPO's Fiscal Agent.
- **Public Information & Cooperative Decision-making:**
 - Staffs, manages agenda development and execution and reports to the FMPO Policy Committee and Technical Committee, as outlined in the FMPO's bylaws and other organizational documents.
 - Serves as the FMPO's liaison with NMDOT and other State departments and agencies, as well as with the MPO's member entities.
 - Manages the FMPO's cooperative decision-making process, including designing public involvement activities, maintaining FMPO email and mailing lists, and ensuring publication and distribution of a quarterly newsletter.
 - Ensures excellent customer service and establishes and maintains effective working relationships with committee members, elected and appointed officials, other MPO employees, and members of the general public.
- **Human Resources Management:** Hires (in consultation with the COG Executive Director and committees of the FMPO) and supervises FMPO staff, including:
 - Scoping, budgeting and recruiting talent for FMPO positions;
 - Preparing operational guidelines, assigning duties, supervising performance and examining work for quality and compliance with policy and procedure;
 - Determining work procedures, preparing work schedules, and expediting workflow;
 - Assisting staff as needed in performing their work;
 - Providing for appropriate and timely professional development as resources allow for staff and committee members, including topics as may be required by NMDOT;
 - Preparing, maintaining and supervising performance per operational guidelines for subordinates;
 - Evaluating performance, operations and activities of assigned responsibilities and recommending improvements and modifications.
- **Professional Planning:** Performs professional and technical transportation planning activities for the MPO, which may include but not be limited to:
 - Researching and preparing technical reports and analytical studies;
 - Preparing maps and other graphics;
 - Performing GIS analysis and 3D modeling;
 - Providing technical assistance on grant applications;
 - Providing professional recommendations to staff and committees;
 - Making presentations to boards, commissions, councils, civic groups and the general public;
 - Covering tasks and duties normally assignable to other FMPO positions as needed or in the absence of available staff.

- Office Administration:
 - Maintains official plans and records of the MPO, manages the daily operations of the MPO, and prepares necessary reports as required by federal regulations and NMDOT.
 - Ensures the management and maintenance of all MPO records in accordance with state and federal regulations.
 - Schedules the work activities of the FMPO, prepares public notices, drafts, reviews, and finalizes staff reports, prepares and sets meeting agendas, reviews, finalizes, and ensures the preparation and finalization of public meeting minutes, assigns MPO staff duties, manages workflow, and approves staff time-off and payroll.
- Project Management & Tracking:
 - Maintains a current record of expenditures by the State, FHWA, and FTA for transportation projects and facilities within the FMPO's planning area
 - Ensures that projects are completed within established deadlines and in accordance with the Policy and Procedures Manual (PPM) established by NMDOT, in accordance with the MPO's agreements with NMDOT, and that all applicable policies and procedures are adhered to.
 - Performs project management duties, including coordinating the FMPO's planning programs and project initiatives, preparation and oversight of the development/administration of surveys, studies, estimates, forecasts, and scenario/simulation modeling, including those in support of regional transit operators.

GENERAL CONDITIONS, EXPECTATIONS AND REQUIREMENTS:

1. Residency: Must reside within commuting distance of the FMPO offices at the Downtown Center in Farmington, New Mexico.
2. Comportment: High levels of professional presence and representation are expected, including business attire, professionalism and integrity in assisting with overall management of the organization and in communications with stakeholders; and appropriate and authorized representation of positions, roles, interests, capabilities and commitments of the organization.
3. Workplace Presence: Will be expected to maintain a regular and reliable workplace presence and conduct the majority of FMPO business from a full-time office in the FMPO facilities in the Farmington Downtown Center, notwithstanding and in balance with scheduled activities away from the workplace.
4. Travel: Frequent vehicular travel within the region and state, and occasional travel overnight and outside the region, including by commercial carriers, will be required.
5. Physical requirements: Ability to efficiently operate a passenger vehicle, to independently conduct local, regional, in-state and out-of-state travel, including field visits to site and projects in the service area, and to operate standard office equipment is required.
6. Limitations: The MPO Officer is responsible for informing the Executive Director of any physical, mental or other factors that may substantially affect or limit ability to meet the demands of the position.