

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

POSITION DESCRIPTION

POSITION: Farmington MPO Planner

REPORTS TO: MPO Officer

SUPERVISION: None, except as delegated

PAY RANGE: Senior Professional (mid-upper-\$50,000s)
Associate Professional (upper-\$40,000s – lower \$50,000s)

POSITION SUMMARY: Under general policy direction by the Farmington MPO Policy Committee, technical consultation and guidance by the FMPO Technical Committee, and administrative oversight by the MPO Officer, the MPO Planner performs professional and technical transportation planning activities in fulfillment of the FMPO’s Unified Planning Work Program (UPWP), and assists with the general operations and reporting requirements of the MPO.

QUALIFICATIONS: This position requires a planning professional with expertise and experience in the use of tools and concepts of transportation planning in the context of publicly-funded community development. Working familiarity with rural and small-metro planning issues, needs and plans is preferable. Specific qualifications include the following, and may be modified at the discretion of management:

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 two (2) years of experience in professional planning work;
 - 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.
 - Knowledge and experience in community engagement methodologies preferred.
 - 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:
 - 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. **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.
6. **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;
7. **Organizing Skills:** Ability to organize people, projects, schedules, activities, materials and information in an efficient and productive manner.
8. **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.
9. **Driver's license:** Possession of or ability to obtain a valid New Mexico driver's license.
10. **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:

- **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 normally assignable to other FMPO positions as needed.
- **Plans and Policies:**
 - Works directly on tasks and products outlined in the approved *Unified Planning Work Program* (UPWP).
 - Works with MPO staff, committees and consultants to develop, maintain, and update 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.
- **Compliance:**
 - Under administrative guidance, complies with the State's Open Meetings Act, the Inspection of Public Records Act, and other applicable state and federal laws and rules.
 - Assists the MPO Officer and committees in staying up-to-date with state and federal legislation and policies, preparing summaries of changes and updating work products as needed and required.
 - Assists MPO staff in preparation and submission of Quarterly and Annual Reports to NMDOT.
 - Assists MPO staff in preparation for and meeting with NMDOT staff on the Annual Quality Assurance Site Review, and assists in resolving identified issues.
- **Budget & Finance Management:**
 - Develops working knowledge of the FMPO budget in relation to the planning work, and incurs, documents and proposes expenditures in accordance with budget.

- Assists the MPO Officer in preparation and submission of quarterly and annual performance and expenditure reports.
- Public Information & Cooperative Decision-making:
 - Assists the MPO Officer and Administrative Assistant in preparing for and staffing meetings of the FMPO Policy and Technical Committees.
 - Assists the MPO Officer in implementing the FMPO's cooperative decision-making process, including designing and carrying out 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 staff, committee members, elected and appointed officials, other MPO and COG employees, and members of the general public.
- Office Administration:
 - Assists MPO staff in maintaining official plans and records of the MPO, managing daily MPO operations and preparing necessary reports as required by federal regulations, the COG and NMDOT.
 - Assists MPO staff in managing and maintaining MPO records per state and federal regulations.
- Project Management & Tracking:
 - Assists MPO staff in maintaining a current record of expenditures by the State, FHWA, and FTA for transportation projects and facilities within the FMPO's planning area
 - Assists the MPO Officer in ensuring 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 all applicable policies and procedures.
 - Assists the MPO Officer with 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 under the guidance and direction of the COG Executive Director and the MPO Officer.
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.