POSITION DESCRIPTION

Job Title: Executive Director

Reports to: MPO/SRTO Policy Board

FLSA: Exempt (Full-time position)

Updated: September 1, 2021

Specifications are intended to present a descriptive list of the range of duties performed by the employee. Specifications are not intended to reflect all duties performed within the job.

NATURE OF POSITION
The Executive Director of the Walla Walla Valley Metropolitan Planning Organization/Sub-Regional Transportation Planning Organization (WWVMPO/SRTPO) coordinates, organizes, and carries out planning functions of the independent bi-state agency on behalf of its member jurisdictions. Serving at the will of the Policy Board, the Executive Director position is also appointed by the Board. Under their direction, the Executive Director is responsible for overall administration and direction of all WWVMPO/SRTPO programs and services, including staff support to the Board, general agency operations, and management of planning projects. The Executive Director is accountable for the financial integrity of the WWVMPO/SRTPO, guides all staff activities, and effectively directs all agency business within the laws of the State of Washington as well as the policies and procedures defined by the Policy Board. The Executive Director also: conducts technical research and analysis; organizes and manages data and documents; and assists with all technical aspects of the development of planning programs and documents as prescribed by federal and state law and outlined in the annual Unified Planning Work Program.

SUPERVISION RECEIVED AND EXERCISED
The Executive Director reports directly to the agency’s Policy Board. Supervision is limited, but work tasks must meet federal and state requirements.

The Executive Director is responsible for supervising agency employees and for directing all policy and technical aspects of regional transportation planning and programming activities.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES
Directs the effective administration and efficient operations of all WWVMPO/SRTPO programs and services. Interprets and ensures compliance with applicable laws, regulations, and rules. Develops, recommends, and administers operating procedures. Directs resolution of inquiries, problems, and complaints.

Provides planning leadership and coordinates all planning efforts and projects undertaken by the WWVMPO/SRTPO. Completes research and compiles facts and data. Conducts strategic short- and long-term planning projects and studies in collaboration with member entities, regional stakeholders, and the public.
Oversees the development and implementation of the Metropolitan & Regional Transportation Plan, regional travel demand model, Metropolitan & Regional Transportation Improvement Program, Coordinated Public Transit-Human Services Transportation Plan, Unified Planning Work Program, annual Self-Certification, Title VI Plan, Public Participation Plan, and other plans or reports in compliance with federal and state requirements.

Maintains fiscal management oversight, including budget monitoring, appropriate reporting, and timely grant billing. Oversees the development and implementation of effective internal controls and accurate financial systems. Negotiates contracts for services between the agency and contractors or consultants. Reports project and budget status and potential variances regularly to the Policy Board and related committees.

Develops annual budget and work program for Policy Board adoption based on agency goals and priorities as defined by the member entities. Seeks and identifies grants and other funding opportunities for all WWVMPO/SRTPO program activities. Recommends and implements improvements in agency’s administrative and planning functions, processes, and procedures, including organizational structure and staffing levels.

Oversees the agency’s human resource activities. Directs and supervises assigned personnel, inclusive of selection, training, coaching, and performance evaluations. Develops, recommends, and administers personnel policies. Provides overall leadership to agency to ensure individuals work collaboratively to reach organizational goals.

Builds and maintains strong relationships and regularly communicates with cities, counties, and tribal governments as well as state and federal agencies and special purpose districts. Coordinates with municipal and county governments, as well as regional economic development organizations and regional transit agencies, to ensure transportation and regional planning supports land use, housing, and economic development initiatives called for by respective comprehensive plans and state planning and growth management requirements. Provides technical assistance to member entities related to project planning and/or funding identification, as requested.

Provides a discussion forum for local and state officials and other interested parties on transportation and regional planning matters. Keeps member entities fully informed of critical information related to the functioning of the agency and any potential impacts on member entities. Provides intergovernmental review function to ensure consistency with regional goals and policies.

Provides staff support and acts as adviser to the Policy Board and related committees. Establishes agendas and ensures necessary preparations are made for various meetings, as directed by the Policy Board. Presents materials, assists in meeting facilitation, and keeps records of all meeting proceedings.

Promotes the agency’s mission and vision by representing the WWVMPO/SRTPO at meetings with various legislators and governing bodies. Discusses transportation and regional planning problems, issues, and potential solutions in local, regional, and state forums.

Keeps fully informed of federal, state, and local laws and regulations. Attends professional meetings and conferences to stay current on developments and issues important to the region. Maintains familiarity with transportation and regional planning matters in which the agency and its members have a vested interest.

**ADDITIONAL JOB DUTIES**
Performs other duties or assignments as requested by the Policy Board and related committees.

**TOOLS AND EQUIPMENT USED**
Office machines, including personal computers, copier, fax machine, calculator, and audio/video equipment.
PHYSICAL DEMANDS
Repetitive hand motions to input information; hearing and speaking to exchange information; and light lifting of supplies. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

WORK ENVIRONMENT AND HOURS
The WWVMPO/SRTPO office is open Monday through Friday, 8:00 AM – 5:00 PM. This position works primarily indoors and mainly within the regular hours. Occasional evening meetings and travel (including overnight) for meetings or training is required.

REQUIRED MINIMUM QUALIFICATIONS
- Bachelor’s degree in urban/regional or transportation planning, public administration, or related field.
- Five or more years in a position requiring substantial familiarity with transportation planning principles and processes.
- Three or more years in a supervisory and budget management role.
- Experience working with a Board of Directors.
- Federal and state grant writing and administration proficiency.
- Valid driver’s license and an acceptable driving record, proof of insurance at time of hire and throughout employment, and access to reliable transportation.
- Ability to communicate clearly, verbally and in writing, to technical and non-technical audiences.
- Proficient computer skills, including email, word processing, databases, graphic design, and presentations.
- Ability to establish and maintain effective work relationships with staff, officials, and the public.
- Must be able to pass a criminal background check (once determined otherwise qualified for the position).

Experience:
Work experience must include progressively responsible role in transportation planning, socio-demographic data analysis, Geographic Information Systems (GIS) and/or travel demand modeling, creation of regional transportation plans, and delivery of transportation planning products. Also required is knowledge of the current surface transportation act, the Clean Air Act, and Washington’s Growth Management Act, as well as public participation requirements and facilitation methods.

Significant experience as a supervisor or manager must include knowledge of principles and practices of public administration, including financial management, budget preparation, policy analysis, strategic planning, project development and implementation, and human resources administration. Also required are demonstrated leadership and decision-making, team-building and mentorship, adaptability, flexibility, and time management skills.

DESIRED QUALIFICATIONS
- Completion of an advanced level degree (master’s degree or graduate-level course work) is preferred.
- Ten or more years of transportation planning and five or more years of supervisory experience.
- Experience with PTV Group Visum software and Microsoft Server applications.
- Experience creating and maintaining a website.
- Bilingual (English-Spanish).

ADDITIONAL INFORMATION
A comprehensive benefit package is offered, including: medical, dental, vision, life, and long-term disability insurance; sick and vacation leave; and retirement benefits through the WA Public Employees’ Retirement System.

The WWVMPO/SRTPO does not discriminate against any applicant for employment because of their race, creed, marital status, sexual orientation, age, color, sex, national origin, or disability. The agency adheres to RCW 49.60.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.