

DEPUTY DIRECTOR

The Alamo Area Metropolitan Planning Organization (AAMPO) is seeking an experienced DEPUTY DIRECTOR who will lead its planning and technical function collaboratively in a results-oriented organization. The position holder provides crucial staff support to its Technical Advisory Committee and Transportation Policy Board. An experienced and innovative manager who is task-oriented and accomplishment driven will be valued in managing planning & public involvement, geospatial information system, and travel demand modeling supervisors.

The ideal candidate will have sufficient experience to lead and train others on the development and maintenance of its

- Unified Planning Work Program,
- Metropolitan Transportation Plan,
- Transportation Improvement Program,
- Transportation Conformity document,
- Congestion Management Process,
- Federal Performance Measures,
- Annual Performance & Expenditure Report,
- Agency and third-party contracts negotiations, and
- Consultant procurement process.

We offer a comprehensive benefits package including medical benefits, retirement, and tuition reimbursement.

Go to www.alamoareampo.org or call 210-227-8651 for further details and directions on how to apply. EOE.

We offer a comprehensive benefits package including medical benefits, retirement, flexible scheduling, and tuition reimbursement.

Position is federally funded through the U.S. and Texas Departments of Transportation.

To apply please send cover letter focusing on the **four (4) highlighted** essential functions of the job description below and a résumé of previous experience and salary history to:

Alamo Area Metropolitan Planning Organization
Office Manager/HR Generalist
825 South Saint Mary's Street
San Antonio, TX 78205

Résumés will be accepted until position is filled. This position is not covered under Civil Service. The AAMPO is an Equal Opportunity Employer.

Note that only applicant information submitted by the deadline(s) below will be screened for a possible interview. Applicant information will be reviewed according to the following schedule:

1st Round – May 2, 2021

2nd Round – May 23, 2021

Additional rounds to be announced, if necessary.

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JOB DESCRIPTION

Job Title: Deputy Director
EEOC Category: Professionals
FLSA: Exempt
Salary Range: \$7,026 - \$10,540/month (DOE)

Position Summary

Under the general guidance of the Director, the Deputy Director administers the transportation planning function for the Alamo Area Metropolitan Planning Organization (AAMPO). Position holder coordinates transportation projects and programs internally and between agencies, maintains extensive reporting and data systems, provides highly responsible and complex administrative support to the Director, and represents the AAMPO on multiple transportation issues. The Deputy Director manages the professional development and training of the Planning and Technical Supervisors.

Essential Job Functions

The essential job functions include:

- Providing highly responsible support to the Director, AAMPO Transportation Policy Board (TPB), Technical Advisory Committee (TAC) and its subcommittees and assistance in the implementation of recommended policies as directed
- Executing planning responsibilities of the Director in his/her absence
- Supervising the development and maintenance of the Unified Planning Work Program, including but not limited to, the Annual Performance & Expenditure Report, agency contracts, and consultant procurement; the Metropolitan Transportation Plan; the Transportation Improvement Program; the Transportation Conformity document; and ensuring that assigned tasks are carried out accurately and on a timely basis
- Overseeing the organization's performance and participation in short- and long-range studies concerning the planning of transportation facilities and services and their impact on the study area's transportation network, land use, congestion management and air quality
- Assisting in the development, communication, and implementation of organizational direction and leadership
- Participating in the Director's Supervisors Workgroup to collaborate in the identification, implementation, or resolution of organizational initiatives, problems, goals, and objectives

- Monitoring and evaluating the efficiency and effectiveness of the AAMPO service delivery methods and procedures
- Assessing and monitoring Planning and Technical Supervisors work load and communications to ensure organizational tasks are completed accurately and timely by fostering a continuous organizational learning environment
- Initiating and directing new program development, including but not limited to, managing functional planning projects and providing direction to assigned project staff
- Representing the AAMPO throughout the study area to increase the visibility of the organization and providing technical expertise on planning issues to the public and partner agencies
- Mentoring staff leads in their support services to committee(s), including but not limited to, Bicycle and Pedestrian Advisory Committees
- Preparing, assigning, or managing reports covering complex technical analyses on various planning issues including policy recommendations
- Overseeing the public involvement and outreach activities of the organization
- Presenting or heading the presentation of study results and recommendations to technical advisory and oversight committees and the Transportation Policy Board
- Maintaining current knowledge in transportation planning developments and strategies, public policy, and legislation related to regional transportation planning issues. Additionally, creating an environment in which he/she holds his/her subordinates accountable for the above.
- Performing personnel related duties in conjunction with the Human Resources Generalist, or Director including, but not limited to, assigning and directing work, writing performance plans, appraising performance, developing and training, counseling, rewarding and disciplining, handling complaints and grievances, reviewing time reports, and recommending the hiring, termination, and promotion of subordinates and other supervisory responsibilities in accordance with the organization's policies and applicable laws
- Performing other duties as assigned

Required Knowledge, Skills and Abilities

- Considerable knowledge of the principles, methods, and practices of cooperative, continuous, and comprehensive transportation and regional planning, including but not limited to, current social, political and economic trends and operating issues

- Working knowledge about modern organizational management structures and systems
- Considerable knowledge of the Metropolitan Planning Organization planning processes
- Advanced skill in leading, developing, training, and managing subordinates from a diverse background in creating a desirable work environment
- Considerable knowledge of local, regional, state, and federal transportation planning, including but not limited to, land use, environment, economic, demographic, congestion management process, and Clean Air Act requirements
- Advanced skills in project management and concepts
- Advanced knowledge of marketing principles and concepts
- Working knowledge of statistical analysis tools and concepts
- Skill in the use of office software including word processing, spreadsheet, and presentation development (preferably Microsoft products: Word, Excel, Access and PowerPoint)
- Skill in writing and presenting including the proficiency to synthesize and present complex technical material in non-technical terms to a variety of audiences
- Ability to work with minimal direct supervision and be able to meet assignment deadlines
- Ability to collect, research, analyze and input data, make informed professional recommendations and demonstrate accuracy and thoroughness while maintaining a results-oriented focus
- Ability to apply principles of logical and system thinking to a wide range of intellectual and practical problems
- Ability to develop innovative approaches and ideas
- Ability to adapt to changes in the work environment, address competing demands, delays or unexpected situations, prioritize multiple tasks, complete tasks on time and respond in a timely manner to requests for service and assistance
- Ability to establish and maintain effective working relationships with staff, technical committees, policy board, partner agencies, public officials and the general public
- Ability to work well in group problem solving environment including sharing expertise and training others
- Ability to show respect and sensitivity for diversity of thought, education and cultural makeup of staff and community
- Ability to take initiative for self-development and expanding skill levels
- Skill in operating a motor vehicle safely

Minimum Acceptable Experience and Training

- Masters degree in urban planning, transportation engineering, public administration, or a related field with at least 8 years of progressive regional transportation planning experience OR any combination of education and experience that provides the applicant with the desired skills, knowledge, and ability required to perform the job.
- Possession of a valid Motor Vehicle Operator's License, proper insurance, and reliable vehicle.

Work Conditions

Mobility to work in a typical office setting, using standard office equipment, driving a motor vehicle to attend meetings outside the MPO office, ability to read printed materials and a computer screen, and hearing and talking to communicate in person or over the telephone are essential physical demands of the position. Traveling to meetings both inside and outside the MPO study area and attending evening and weekend meetings/functions should be expected on an as needed basis.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

This position description does not constitute an employment agreement between the employer and the employee, and is subject to change as the needs of the employer and requirements of the position change.