



City of Casa Grande

### **Sun Corridor Metropolitan Planning Organization (SCMPO) Director**

**GENERAL PURPOSE:** This is a professional level position in which, under general direction, performs administrative and supervisory work of considerable difficulty in directing the activities necessary to implement and administer the coordination of the Sun Corridor Metropolitan Planning Organization (SCMPO). The Director is responsible for representing SCMPO in a professional manner and promoting the goals and objects of SCMPO.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Provide hands-on coordination and preparation of all aspects of SCMPO operations including:

- Budget, report, prepare and execute contractual documents
- Plan, assign and review the work of others to ensure that SCMPO documents are processed in a timely manner.
- Understand and interpret complex written documents and conduct research and prepare reports with sound recommendations.
- Establish and maintain effective working relationships with employees, other agencies and the public.
- Communicate effectively verbally and in writing.
- Communicate orally with public and employees in a face to face setting and by telephone.
- Observe or monitor objects, data and/or behavior to determine compliance with prescribed standards.
- Analyze administrative problems and provide solutions and maintain a high level of knowledge of the principles and practices of MPO planning, federal and state law and regulations and programs pertaining to planning activity.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Bachelor Degree in Engineering, Planning or related field and five (5) years of regional transportation planning experience, or an equivalent combination of education and experience.

**JOB DESCRIPTION**  
**SCMPO Director**

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of MPO, ADOT/State Highway Department, Federal Highways Administration, and Federal Transit Administration regulations, policies and procedures.
- Knowledge of transportation funding sources.
- Knowledge of land use planning.
- Skill with computer programs, including word processing, spreadsheets, data base maintenance, GIS mapping, and transportation modeling programs.
- Skill in developing and organizing work programs.
- Skill in oral, written and presentation communication.

**Special Requirements:** Must possess and maintain a valid Arizona Driver's License. Must reside within thirty (30) miles of the Sun Corridor MPO boundaries.

**Physical Demands / Work Environment:** Both normal office and outdoor activities.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*