

## PRINCIPAL PLANNER

<b>Classification</b>	Exempt
<b>Title:</b>	Manager of Project Programming (Planner II)
<b>Reports to (Title):</b>	Deputy Executive Director of Planning and Programming
<b>Salary Range:</b>	\$55,000 - \$75,000

### JOB DESCRIPTION

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**Summary/Objective:**

The **Manager of Project Programming** is a **Principal Planner** level position that performs intermediate level professional planning work for the Broward Metropolitan Planning Organization (MPO). Primary responsibilities include administration of the MPO’s project programming activities, which includes the Multimodal Priorities List and Transportation Improvement Programs as well as support for other core products such as the Metropolitan Transportation Plan, to meet state and federal requirements. This position serves as the liaison between the MPO and FDOT, FHWA and local governments within the MPO area to ensure effective continuing coordination and communication on project programming issues.

**Duties and Responsibilities:**

- Leads preparation and development of the Multimodal Priorities List (Core Product) consistent with state and federal requirements.
- Leads preparation and development of the Transportation Improvement Program (Core Product) consistent with state and federal requirements.
- Supports development, amendment and coordination of the Metropolitan Transportation Plan (Core Product) consistent with all state and federal requirements.
- Plans, schedules, coordinates, and maintains collaborative and on-going multi-agency communication of transportation needs, programs, funding, studies, and plans.
- Leads development of public facing project programming reports, maps and data in coordination with other MPO staff.

- Executes, develops and implements MPO projects, studies, programs, plans, and/or policies encompassing MPO activities.
- Prepares MPO transportation programming presentations and presents them to the general public, MPO Board and subcommittees, governmental agencies and civic organizations.
- Responsible for advanced technical expertise in multimodal transportation planning.
- Executes programs, projects and studies within areas of expertise.
- Assists in preparation of budget for assigned MPO program, system or section.
- Prepares MPO staff reports and presents them at MPO Board and Committee meetings and public hearings.
- Provides information and assistance to the general public and other governmental agencies.
- Performs all other related duties as required.

**Competencies:**

- State and federal transportation funding programs
- Development and application of spreadsheets
- Organizational
- Interpersonal
- Coordination
- Scheduling
- Transportation planning
- Decision making
- Discretion
- Judgment
- Independence
- Verbal and written communication proficiency
- Personal effectiveness/credibility

**Education and Experience:**

- A Bachelor's Degree in transportation, planning, engineering, or related field plus four (4) years of professional transportation planning experience. A Master's Degree may be substituted for two (2) years of professional experience; or
- Any equivalent combination of relevant training and experience that provides the requisite knowledge, skills, and abilities for this job, which may serve as a substitute at the discretion of the MPO.

**Licenses and/or Certificates:**

- Possession of and ability to maintain a valid State of Florida Driver's License.

- Other qualifications as appropriate or ability to learn.

**Supervisory Responsibility and/or Reporting Status:**

- This is not a supervisory position.
- The position is under the direction of and responsible to the Deputy Executive Director for Planning and Project Programming or designated representative.

**Knowledge, Skills, and Abilities:**

- Knowledge of general transportation planning principles and practices.
- Knowledge of sources of information, current literature, and recent developments in transportation and MPO planning.
- Skills in one or more functional transportation planning specialties.
- Ability to organize and analyze information, and perform planning research.
- Skill in developing and making presentations to large groups.
- Knowledge of public administration with particular reference to MPO, state and federal administration.
- Knowledge and skill in the use of transportation computer systems and software applications.
- Knowledge of office procedures, practices, systems, equipment and software, including Microsoft Office Suite.
- Ability to communicate effectively both orally and in writing.
- Ability to initiate and develop programs and policies.
- Ability to analyze MPO policy and technical issues and to make recommendations for decision making.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.
- Ability to work with considerable independence, with minimal supervision primarily limited to unusually difficult matters.
- Ability to communicate effectively and clearly both orally and in writing.

**Working Conditions:**

- This job operates in a professional office environment.
- The noise level in the work environment is usually quiet to moderate.
- The employee is occasionally exposed to outside weather conditions during travel.

**Physical Demands:**

- While performing the duties of this job, the employee is regularly required to talk, stand; walk, use hands and fingers to handle or feel; and reach with hands and arms.
- This is light work requiring the exertion of 20 pounds of force occasionally, and up to 10 pounds of force frequently.
- The work requires visual acuity and manual dexterity to operate computer equipment and for reviewing, checking, preparing and maintaining written and electronic documents.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Type/Expected Hours of Work:**

- This is a full-time position.
- The official hours of business are Monday through Friday, 8:00 a.m. to 5:00 p.m., but the MPO offers employees a variety of flexible schedule (i.e., flexible arrival and departure times) options within the limits set by the supervisor.

**Security Clearance:**

- None.

**Travel:**

- Occasional travel is expected for this position.

**Other Duties:**

- The above information is intended to indicate the general nature and level of work performed by employees in this position. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this position.
- Duties, responsibilities and activities may change at any time with or without notice.