

SYSTEMS PLANNING MANAGER

Classification	Exempt
Title:	Systems Planning Manager (MPO Planner III)
Reports to (Title):	Deputy Executive Director of Planning and Programming
Salary Range:	\$70,000 - \$90,000

JOB DESCRIPTION

Summary/Objective

The **Systems Planning Manager** is an advanced and highly technical professional position that leads the Broward Metropolitan Planning Organization’s (MPO) long range, short range and regional multimodal transportation planning efforts; participates in and supports project planning, prioritization, coordination and funding decisions to support development of the transportation improvement program; provides advanced multimodal, land use and economic planning support to the MPO; supports state and federal MPO requirements; and reports to the Deputy Executive Director of Planning and Programming.

Duties and Responsibilities:

- Serves as the manager of the Systems Planning section.
- Responsible for management and development of the Long Range Transportation Plan (Core Product).
- Supports preparation and development of the Multimodal Priorities List (Core Product).
- Supports preparation and development of the Transportation Improvement Program (Core Product).
- Serves as a principal professional and technical resource person within the Planning and Programming Department.
- Plans, schedules, coordinates and maintains a multi-agency planning and/or information program or system.
- Leads, trains and directs MPO professionals and technical staff in assigned work teams or sections.
- Prepares MPO planning information materials and presents them to the general public, governmental agencies and civic organizations.

- Participates in MPO planning or system policy development, resource planning and employee professional growth and development.
- Consults, coordinates, supports, and advises other MPO departments, units and sections.
- Reviews and edits reports written by MPO planning subordinates and planning professionals.
- Executes programs, projects and studies within areas of expertise.
- Assists in preparation of budget for assigned MPO program, system or section.
- Assists the Department Director with MPO program and policy development.
- Prepares MPO staff reports and presents them at MPO Board and Committee meetings and public hearings.
- Recommends changes in MPO administrative policies and procedures.
- Performs all other related duties as required.

Competencies:

- Transportation Planning
- Decision Making.
- Discretion.
- Judgment.
- Independence.
- Communication Proficiency.
- Personal Effectiveness/Credibility.

Education and Experience:

- A Bachelor's Degree in transportation, planning, engineering, or related field, plus six (6) years of responsible professional multimodal transportation planning experience in area of assignment, including two (2) years of experience with MPO program development and implementation; 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.
- A Master's Degree is preferred.

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 of Planning and Programming.

Knowledge, Skills, and Abilities:

- Knowledge (comprehensive) of general MPO planning principles and practices.
- Knowledge (comprehensive) of federal and state requirements governing MPO agencies.
- Knowledge (comprehensive) of sources of information, current literature, and recent developments in MPO planning.
- Ability to effectively manage assigned professional planners and technical staff on lead projects.
- Skill in making presentations to large groups.
- Skill in managing consultant resources.
- Knowledge (comprehensive) 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 exercise sound judgment in 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 a high degree of 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 to finger, 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.