



Position Title	<u>Executive Director</u>	Reports to:	<u>MPO Policy Committee</u>
FSLA	<u>Exempt</u>	FT/PT	<u>Full Time</u>
Date	<u>January 2024</u>	Salary Range	<u>\$135,000 - \$170,000/annually</u>

POSITION SUMMARY

The Executive Director is responsible for the comprehensive management and operation of the Des Moines Area Metropolitan Planning Organization (MPO). Working with the Policy Committee, member governments, staff and other community partners, the Executive Director identifies, secures, and organizes resources to advance the region’s transportation and other strategic priorities approved by the MPO Policy Committee. This multifaceted position serves a key role for central Iowa regional work, and as such, requires a visionary leader dedicated to strategic planning, transparent communication, effective relationship-building and team development to ensure the organization’s success. The Executive Director manages about 10 staff and an annual operating budget of approximately \$2 million to carry out the mission of the MPO in compliance with federal requirements while coordinating with all involved and those impacted.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategy Development & Implementation

- Spearhead the development of comprehensive regional strategies approved by the MPO Policy Committee, aligning them with the mission and goals of all partners and governments around emerging issues, trends and innovations.
- Drive the creation and implementation of key initiatives, coordinating across all internal departments and external partners for seamless execution, timely deliverables and on-budget projects.
- Develop and implement performance metrics to assess the success of strategic initiatives, sharing the impact of the MPO, and identifying points of adaptability in response to changing organizational and regional needs.

Transparency, Communication & Governance

- Facilitate collaboration, cooperation, coordination and open communication among member governments, MPO committee representatives, elected officials, partners and the public.
- Provide expert guidance and advice to the Policy Committee and advisory groups of new and impending state and federal legislation and other developments that enhance intergovernmental cooperation and/or impact individual jurisdictions.
- Provide timely and comprehensive information to support informed decision-making processes, transparency and accountability.

Leadership

- Represent the MPO in public forums; providing information on MPO goals, policies and programs, soliciting input; and aligning organizational objectives with local and regional interests.
- Develop, update and ensure adherence to organizational policies, keeping the Policy Committee informed about best practices, key insights and informed recommendations that contribute to MPO success and sustainability.

Mentoring and Team Development



- Provide visionary leadership and mentorship to staff, maintaining a positive and collaborative work environment.
- Recruit, evaluate and strategically assign team members to various projects in compliance with the guidelines outlined in the MPO Employee Handbook and as needed for program requirements.
- Nurture talent within the organization offering development opportunities through coaching, training and constructive feedback to build and retain a respected and trusted team of planning experts.

Program Planning, Design & Management

- Plan, organize and supervise the implementation of adopted/approved programs and policies, including contract development, studies and special projects — making staff assignments to ensure effective, professional project management.
- Provide direction to ensure the accurate and timely completion and submission of essential planning documents. These include the Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), TMA Certification Review Process and the Long-Range Transportation Plan (LRTP), annual presentation to the Iowa Transportation Commission and other planning documents in accordance with required deadlines.
- Provide leadership for all aspects of grant management – working with staff to identify potential grants and develop compelling submissions, as well as promoting awareness of grant opportunities among partners to link them to potential resources.

Financial Management

- Ensure the fiscal integrity of the MPO, including development of an annual budget and financial statements which accurately reflect the financial condition of the MPO.
- Oversee the MPO's fiscal management that operates within the approved budget, ensures maximum resource utilization and maintains the organization in a positive financial position, anticipating and planning for future budgetary and program needs.
- Maintain compliance with grant reporting requirements, taking a proactive approach to track and meet deadlines, efficiently distribute transportation and other sources of grant funding and keep accurate, detailed records throughout the process.

CRITICAL SUCCESS FACTORS

Exceptional communication capabilities, both verbal and in writing, are crucial, along with the ability to build strong relationships and earn the trust of MPO committee representatives, member governments, and various stakeholders. Decisiveness, combined with an orientation toward ambitious regional goals. Financial acumen, adept problem-solving skills, and a commitment to detailed budget management. Technical knowledge of transportation planning and regulatory provisions. Team development, strategic thinking, and the ability to lead with a clear vision and values. The capacity to align performance with success and maintain a focus on goals of regional significance.

EDUCATION AND EXPERIENCE REQUIREMENTS

Graduation from an accredited university in the field of business, public administration, urban or transportation planning, or closely related field; seven - 10 years of management-level experience leading planning studies, projects and activities, preferably with a metropolitan planning organization (MPO) or similar regional transportation organization; a current and working knowledge of federal, state and regional transportation planning laws, rules and guidance; or an equivalent combination of



education and experience that provides the specialized knowledge, skills and abilities. Knowledge of best-practice transportation modeling tools is desirable.

PHYSICAL DEMANDS / WORKING CONDITIONS

The MPO Executive Director will be working in a sitting position for a majority of the work period, with intermittent standing, bending, kneeling or carrying items such as papers, books, files, and objects possibly weighing up to 30 pounds. Generally good working conditions with little exposure to extremes in noises or temperatures. Little exposure to safety or health hazards. Position may require occasional travel (locally and out of state) for meetings, conferences and other work-related events not to exceed 10% per year.

Note: This job description describes the general nature and essential functions of the position without including peripheral and incidental duties. Contents of this job description are subject to change at the discretion of the employer. Employees may receive other job-related instructions and be required to perform other job-related work as requested by the employer. All requirements are subject to possible modification to provide reasonable accommodation to qualified individuals with disabilities.