Cheyenne MPO Director

The award-winning Cheyenne MPO is seeking a Metropolitan Planning Organization (MPO) Director. Under minimal supervision from others, the person will direct, manage and coordinate the programs and activities of the MPO which includes multi-modal transportation issues and systems. The Director will coordinate assigned activities with other City of Cheyenne and Laramie County departments, divisions, and other agencies such as the Wyoming Department of Transportation. The Director provides responsible and complex administrative support to the MPO Policy Committee or their designee, performs research and analysis, authors reports, develops plans and work programs and manages federal grant.

Primary Duties and Responsibilities include:

* Assume management responsibility for all services and activities of the Metropolitan Planning Organization.
* Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs of the Metropolitan Planning Organization; recommend, within fiscal agent policy, appropriate service and staffing levels.
* Continuously monitor and evaluate the efficiency and effectiveness of service methods and procedures; assess and monitor work loads, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review within the fiscal agent; implement improvements.
* Plan, direct, coordinate, and review the work plan for the assigned programs; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
* Manage and participate in the development and administration of the Metropolitan Planning Organization budget; direct the forecast of additional funds needed for staffing, equipment, materials, projects, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

*Required Education:* Bachelor’s degree with major course work in Urban or Transportation Planning, Engineering or related field; AND five years’ in increasingly responsible experience in transportation, urban, or regional planning including three years of administrative and supervisory responsibility.

*Work Location*: The City of Cheyenne is the MPOs fiscal agent so the office is in the City Municipal Building.

To apply, visit the webpage <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=92375&clientkey=C6E4DB03F6E598E0CD3297D232112011>