Planner I - MPO/Transportation

Salary: $56,031.00 - $84,046.00 Annually
Job Type: Full Time
Department: METRO PLANNING ORGANIZATION
Closing Date: 7/11/2024 11:59 PM Eastern
Pay Grade: P39 (Exempt position)
Location: New Port Richey, FL
Job Number: 11819R-0624
Opening Date: 06/28/2024
Salary Range: $56,031.00 - $84,046.00
Salary Disclosure: Pay rates are based on education, skill, experience level and internal equity.

GENERAL DESCRIPTION

The MPO staff is responsible for directing all the administrative functions of the MPO/Transportation Planning Division of the Development Services Department, including the development and implementation of all financial grant and vendor-contracted services. The Planner I will assist in the development and maintenance of all federal and state required documents as well as studies and other efforts initiated by the MPO whether by direction of the MPO Board or staff. The incumbent takes an active role in goal setting, project planning and internal affairs of the division. A self-starter who is comfortable with public interactions, working in a team environment and willing to take new challenges is desired. A primary goal of the Transportation MPO Division is to submit on-time, accurate, complete and quality submissions of required studies and supporting documents to ensure compliance with federal and state requirements which ensures access to federal and state funding. A secondary goal is to identify, apply, and win a high percentage of relevant grants to fund future transportation improvements within Pasco County. A positive, cooperative working relationship with our partners at the Florida Department of Transportation, Federal Highway Administration and Federal Transit Administration is a must. This position will work in a variety of roles learning the various functions and roles of the MPO by assisting each of the team members in producing each of the required documents of an MPO as well as performing planning duties to improve the quality of life in Pasco County.

Transportation Planning/Metropolitan Planning Organization (MPO) Division: The Transportation Planning/Metropolitan Planning Organization Division is a federally mandated and federally funded transportation policymaking and programming organization that is made up of representatives from local governments. MPOs were created as a forum for cooperative decision-
making and to give a voice to local units of government. The Federal funding for transportation projects and programs are administered through this planning process. The MPOs were created by Congress to ensure that existing and future expenditures of governmental funds for transportation projects and programs are based on a continuing, cooperative, and comprehensive ("3/C") planning process. The Pasco MPO Board is currently comprised of five County Commissioners and a representative each from the cities of Zephyrhills, Dade City, New Port Richey and Port Richey. Some of the core products produced by the MPO include:

- The Long-Range Transportation Plan (LRTP).
- The Transportation Investment Program (TIP).
- The Unified Planning Work Program (UPWP).
- The Congestion Management Program (CMP).
- The Public Participation Plan (PPP).
- The System Performance Report (SPR).
- The List of Priority Projects (LOPP).

**Essential Job Functions**

- Functions as a lead assistant in the MPO providing information to the public about departmental studies, operations, and regulations.
- Receives and provides departmental routine services.
- Researches best practices, collects and analyses data, and searches for funding opportunities.
- Assists in preparing applications for state and federal funds through various programs.
- Performs data retrieval and entry into a software application.
- Assembles information for director's use including spreadsheets, presentations, letters, forms, correspondence or memorandums.
- Assists in preparing the department's budgets and facilitates the expenditure of funds.
- Researches and completes special projects.
- If applicable, serves as project liaison for all grants; monitors grant activity and coordinates grant applications and follow up, including all necessary reports to the State.
- Provides the general public and other agencies with transportation planning related information and technical assistance.
- Provides technical and advisory assistance to local governments, agencies, civic leaders, resident groups and HOAs by identifying transportation issues and evaluating alternatives.
- Reviews projects on roadways for multimodal infrastructure opportunities, environmental impacts and safety.
- Participates in corridor studies to provide improved mobility and mode options.
- Assists in the development of our non-motorized network of facilities.
- Coordinates agreements and contracts with contractors, engineers, architects, consultants, and various governmental agencies.
- Acquires appropriate approvals and routes related request forms for processing. Attends, takes, and prepares minutes of all subcommittees, conferences, meetings, and official functions as required.
- Acts as liaison between consultants and other County staff and administration.
- Prepares introductions, agendas, minutes as well as reviews documents for all Board and subcommittee meetings.
- Prepares notices for websites and newspaper ads.
- Assists walk in customers directing them accordingly depending on their specific needs.
- Ability to lift and/or move up to 35 pounds and also push or pull heavy objects.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of business English, spelling, and punctuation.
- Knowledge of the overall functions and operations of an MPO.
- Ability to explain transportation projects to elected officials, staff and the public.
- Ability to present information in a concise manner to elected officials and the public.
- Demonstrate an understanding of long-range planning, transportation improvement programs, list of project priorities and how to create one, and public participation plans.
- Be familiar with Complete Streets, Vision Zero and other safety initiatives.
- Ability to identify trends and provide forecasts of a statistical nature.
- Ability to acquire knowledge of the legal administrative an procedural regulations applicable to the MPO.
General knowledge of accounting principles and procedures.

Minimum Requirements

PHYSICAL SKILLS: Ability to communicate effectively using verbal, written, and visual communication. Ability to lift and/or move up to 35 pounds and also push or pull heavy objects. May use a handling device (dolly, cart, etc.) or work with another team member to lift and/or move excessively heavy objects.

EDUCATION, TRAINING AND EXPERIENCE: Graduation from an accredited college or university with a Bachelor’s Degree in Urban Planning, Business Administration, Public Administration or a related field. GIS experience is a plus. Experience with Microsoft Excel and Access preferred. Experience and knowledge of Civic Clerk preferred.

LICENSES, CERTIFICATIONS OR REGISTRATIONS: Must possess a valid Florida driver’s license.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

DRUG-FREE WORKPLACE: Pasco County BOCC is a drug-free workplace in accordance with Federal and Florida Law.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES: All employees will be required to work before, during, or after an emergency. During an emergency, employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the County and its citizens.

VETERANS’ PREFERENCE: Under Section 295.07, F.S., chapter SSA-7 Pasco County BCC provides to Veterans, that preference in appointment will be given to preference-eligible applicants.

PASCO COUNTY WAS VOTED ONE OF THE NATION’S TOP WORK PLACES FOR 2021

Agency
Pasco County

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