

Title: MPO Coordinator	Effective Date: June 27, 2015	Grade: XVIII	Job Category: Professional
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CHARACTERISTICS OF WORK

This position is responsible for the oversight of the metropolitan planning process in Arkansas and works to ensure that metropolitan planning organizations (MPOs) meet all Federal transportation planning requirements.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Oversee all metropolitan transportation planning activities including the development of all required planning documents and the administration of federal metropolitan transportation planning funds.
- Participate in the planning process including providing information and technical assistance to the MPOs and attending meetings of technical committees and policy boards.
- Coordinate transportation projects that are within the metropolitan study areas to ensure consistency with the metropolitan transportation plans and the transportation improvement programs.
- Assist the MPOs in implementing performance management.
- Oversee MPO coordination activities.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree in civil engineering, transportation planning or related field. Master's degree in transportation planning desired. Supervisory experience desired. A minimum of eight years experience in urban and transportation planning methods and techniques. Thorough knowledge of federal transportation planning regulations. Demonstrated ability to coordinate with local officials, planning staff and the public. Ability to interpret and apply Department policies and procedures.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

