

# West Central Arkansas Planning & Development District, Inc.

## JOB DESCRIPTION

Position: MPO Study Director

Reports To: Executive Director

### Position Overview

The MPO Study Director must be proficient in administrative tasks, report preparation, and organizational management. The applicant should have an accredited Bachelor's Degree, two-years transportation planning experience, GIS knowledge and excellent writing and verbal communication skills; must be creative and possess interpersonal relationship skills and be able to generate and conduct work in a team-based environment. A positive work attitude and ethic are required as well as strong organizational skills.

### Essential Job Functions

- Develop and maintain the file system of the MPO and keep it current
- Develop meeting packets and minutes for the Policy Board and Technical Committee
- Maintain compliance with local, state, and federal transportation laws and regulations
- Develop correspondence, reports, presentations, publications, newsletters, contact lists, surveys, databases, mailing and coordinate printing and distribution
- Gather, evaluate and assemble information into special reports that include tables, graphs, charts, and explanations
- Record Technical and Policy Board meetings and develop minutes as required, prepare agendas and supporting meeting materials for all attendees, arrange, setup and attend meetings and open houses, and ensure public notice requirements
- Conduct public involvement, public participation activities, strategies, marketing, and social media outreach
- Assist with maintaining Tri-Lakes MPO Policy Board and Technical Committee memberships
- Lead MPO staff for transit projects and chair of transit sub-committees, assist MPO Director with transit projects, reports, and surveys as needed
- Maintenance of the Tri-Lakes MPO web-site, Facebook, and other social media or public involvement sites
- Assists with Procurement policies, procedures and implementation for Tri-Lakes MPO state and federal compliance
- Assist in preparation of public and agency presentations using software such as PowerPoint, databases, digital photography and graphic design
- Prepare draft responses to public and agency correspondence for review by the MPO Director
- Arrange and setup meeting and open house facilities, attend meetings and communicate with the public as required
- Secure factual-information and analyze, compile and interpret transportation planning data
- Serve as the MPO Title VI/II coordinator

The duties and job functions may not encompass all activities and will include other duties as deemed necessary and assigned by the MPO Executive Director.

Submit your resume to [dpratt@wcapdd.org](mailto:dpratt@wcapdd.org)