

Maui Metropolitan Planning Organization (Maui MPO)

Executive Director

Position No. 0001

INTRODUCTION:

The Maui MPO shall have an Executive Director who shall be responsible for the conducting and administration of the multimodal 3-C (cooperative, continuing, and comprehensive) Planning Process. The Executive Director shall be appointed, and may be terminated, by the Maui MPO Policy Board. The Executive Director may be supported by staff known as the Maui MPO staff and shall be responsible for the management of said staff. The Executive Director, through contractual agreements, may utilize staff resources of other local agencies, State agencies, and other quasi-public or private organizations to assist the Maui MPO in its functions.

DUTIES AND RESPONSIBILITIES:

The Executive Director shall be responsible for those matters of administration assigned to the position in the administrative supplemental agreement. At a minimum, the Executive Director shall be responsible for day-to-day supervision and management of the Maui MPO staff; recruiting and hiring staff to fill positions authorized by the Policy Board; fiscal management, including procurement of goods and services consistent with 2 CFR 200 and applicable Office of Management and Budget (OMB) circulars; implementation of policy; and project direction, coordination, and oversight for activities within the purview of the Maui MPO. The Executive Director shall consult, as needed, with the Policy Board in carrying out these responsibilities along with collaborating with federal, state, and local partners. The duties of the Executive Director, together with other Maui MPO staff, shall include, but shall not necessarily be limited to, the following:

- a) Maintain the Maui Long Range Transportation Plan (MLRTP), the Transportation Improvement Plan (TIP), the Unified Planning Work Program (UPWP), and the Public Participation Plan (PPP);
- b) Serve as the Maui MPO point of contact with Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for the purpose of coordinating and managing efforts on the Maui MPO's compliance with 23 USC 134 and 49 USC 5303;
- c) Responsible to provide regulatory and practical guidance to the Maui MPO on the management and operations in following Hawaii Revised Statutes (HRS) 279D and the Maui MPO's Agreements and Bylaws;
- d) Conduct, prepare, publish, and update a variety of planning-related studies;
- e) Provide timely information and analyses to the State Legislature, the Maui County Council, and the appropriate State and County authorities in carrying out cooperative, comprehensive, and continuing multimodal transportation planning and programming for the Maui MPO;
- f) Obtain information and plans from the State and the County for urbanized and rural areas of Maui as they concern land use and transportation;

- g) Cooperate and coordinate with the State of Hawaii Department of Transportation (HDOT) in the statewide transportation planning program;
- h) Develop recommendations, based upon federal transportation planning regulations and guidelines, and upon any direction that may be provided by the Policy Board, to HDOT, and the Maui County Council regarding transportation policy matters;
- i) Execute a multimodal 3-C transportation planning process carried out cooperatively by the State, and County.
- j) After authority has been provided by the Policy Board, receive, expend, and distribute, as necessary:
 - 1) Federal funds to carry out the provisions of the appropriate Federal highway and transit regulations; and
 - 2) Such other funds as may become available to support metropolitan transportation planning;
- k) Establish and execute Memoranda of Agreement and Memoranda of Understanding as appropriate;
- l) Advise on plans, projects, and programs requiring action by the State Legislature, and County Council which have been submitted to the Maui MPO for review;
- m) Perform quantitative analyses and prepare transportation technical and policy reports along with utilizing technology to provide relevant transportation and population forecasting;
- n) Be responsible for the conducting and administration of the multimodal 3-C Planning Process, including the undertaking of such other functions as may become appropriate to ensure a cooperative, comprehensive, and continuing multimodal transportation planning process among the State, the County and other entities; and consult, coordinate, and advise appropriate jurisdictions and authorities, legislative bodies, boards, and agencies, as necessary, consistent with Federal statutes and regulations;
- o) Represent Maui MPO in meetings with agencies and the public; and
- p) Perform other related duties as required.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in Urban and Regional Planning, Engineering, or related field.
- Five years of planning experience.
- Three years of management or supervisory experience.

PREFERRED QUALIFICATIONS:

- Master’s Degree in Urban and Regional Planning, Engineering, or related field.
- MPO experience.
- Transportation planning experience.
- Experience collaborating with elected officials.
- Certification by the American Institute of Certified Planners (AICP).

CRITICAL SKILLS/EXPERTISE:

- Knowledge of business and management principles involved in strategic planning, leadership, and coordination of people and resources.
- Knowledge of laws, legal codes, regulations, and agency rules as applied to transportation planning in the State of Hawaii and the County of Maui.
- Knowledge of and ability to prepare budgets and provide fiscal analysis and responsibility.
- Knowledge of the theories, principles, and practices of transportation planning for political jurisdictions.
- Considerable knowledge of recent trends and literature in the field of transportation planning.
- Strong leadership and managerial skills, to include team building, mediation, and motivational skills.
- Strong written and oral communication skills, to include public speaking skills and the ability to develop effective proposals.
- Ability to establish and maintain effective working relationships with local, state, and federal governments, other government agencies, and other partners in the planning process.
- Ability to effectively communicate and provide outreach to the public and private stakeholders.
- Ability to manage multiple projects simultaneously and keep projects on track and on budget.
- Skilled in the use of standard office computer equipment and software applications.

COMPENSATION:

The approximate salary range is \$80,000 to \$110,000 per year, plus benefits.

TO APPLY:

Applications should be submitted by email to recruitment@mauicounty.us, by June 3, 2016.

Please include: (1) cover letter describing interest and qualifications; (2) resume including salary history; and (3) contact information for 3 professional references.