JOB OPENING

CITY OF FARMINGTON

JOB POSITION #68: METROPOLITAN PLANNING ORGANIZATION (MPO) PLANNER

NUMBER OF VACANCIES: 1
DEPARTMENT: Community Development/MPO
WORK LOCATION: Downtown Center
SALARY RANGE: $47,200.00-$71,910.00/annually
PAY CLASS: M, Exempt
DAYS WORKED: Monday-Friday
HOURS WORKED: 8:00 a.m. – 5:00 p.m.
TYPE OF POSITION: Regular, Full-Time
APPLICATIONS WILL BE RECEIVED: UNTIL FILLED

JOB DUTIES

Resumes submitted without a City of Farmington application will not be considered in our job selection process.

ESSENTIAL DUTIES:

Perform professional and technical transportation planning activities for the Metropolitan Planning Organization (MPO.)

Provide technical reports, professional advice, and professional recommendations.

Perform detailed research and analytical studies of key issues related to regional transportation planning projects and make presentations relating to such projects.

Make presentations to boards, commissions, councils, civic groups and the general public.

Use excellent customer service skills.

Establish and maintain effective working relationships with entity employees, entity officials, stakeholders, and all members of the general public.

Provide information on MPO plans and related planning programs and services to entity employees, entity officials, NMDOT, FHWA, FTA, stakeholders, and all members of the general public.

Research, compile, and prepare a variety of studies, reports, and related information for decision-making purposes; coordinates with outside agencies as needed.

Manage and prepare updates to the MPO's adopted plans and policies.

Coordinate the planning programs and project initiatives for the MPO, including overseeing the development/administration of surveys, studies, estimates, forecasts, and scenario/simulation modeling.

Responsible for staff support and daily operation of the MPO, including meeting scheduling, public notices, meeting agendas and minutes, and assignment of staff duties.

Manage the MPO's budget, provide oversight of revenues and expenditures for compliance with all state and federal rules and regulations; Develops the MPO budget for the local governments and the processes grant fund reimbursements.

Manage assigned operations to achieve goals within available resources; Plans and organizes workloads and staff assignments; Trains, motivates and evaluates assigned staff; Reviews progress and directs changes as needed.

Implement approved MPO plans and programs required by federal regulation, including the Public Participation Plan, Transportation Improvement Program, Metropolitan Transportation Plan, and Unified Planning Work Program, among others.

Complete various transportation planning projects and activities as described in MPO's Joint Powers Agreement and Unified Planning Work Program, as amended.

Ensure MPO activities and quarterly/annual reports comply with planning procedures and deadlines as outlined by the NMDOT Planning Unit; oversee staff work hours and time tracking procedures for NMDOT.

Oversee the traffic count program in accordance with state and federal regulations, and other transportation related data collection activities.

Oversee the demographic and socioeconomic estimate and projection program for the MPO.

Assist the MPO Officer in a variety of transportation related activities including interaction with the MPO Policy Committee and Technical Committee as well as various members of the community.

Provide support to the MPO via transportation network and travel demand modeling, intersection capacity analysis, and other technical planning functions.

Review proposed development, traffic impact studies, and other transportation related proposals for consideration by the MPO.

Supervise and guide the work of the MPO staff, to ensure projects are completed within established deadlines and that all personnel policies and procedures are adhered to.

Evaluate land use proposals and site plans submitted by the entities to the MPO for conformity to its adopted plans and policies.

Provide on-going outreach to the community to ensure public input, and to publicize and implement the MPO's adopted plans and policies.

Coordinate, monitor, and manage planning projects and planning consultant contracts, as assigned.

Assist in the development of annual work programs for the MPO in preparation of budgets.

Serve as a member of various staff committees as assigned.

Provide staff support to the MPO Policy and Technical Committees, and other MPO-related committees as assigned.

Operate a motor vehicle to assist in carrying out the business of the department and the City.

Attendance at work, including attending and presenting at day and evening public meetings, is an essential function of this position.

Perform other job-related duties as assigned.

The MPO Planner is a member of the Department's management team.

This position reports directly to the Director of Community Development.

NON-ESSENTIAL DUTIES:
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City of Farmington's Drug and Alcohol Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Valid New Mexico driver's license or ability to obtain one upon hire, with acceptable driving record for the past three years.

Extensive background checks are required.

Graduation from a master's program in urban planning, city planning, or a closely-related field, and a minimum of five (5) years of progressively responsible professional work experience in transportation planning is required.

Graduation from a master's program in urban planning, city planning, or a closely-related field, with an emphasis in transportation planning, is highly desirable.

AICP, AICP-CTP, and/or PTP certifications are highly desirable.

The incumbent must be proactive and effective in his/her work habits, consistently exhibit sound judgment, and be an energetic self-starter.

The incumbent must have excellent communication skills, including speaking, writing, and listening skills.

The incumbent must demonstrate comprehensive and thorough research skills.

The incumbent must have experience in managing multiple short-term and long-term planning projects concurrently successfully.

The incumbent must be proficient in making presentations and facilitating public meetings, including the use of dispute resolution methods.

The incumbent must be capable of working on multiple projects and meeting concurrent deadlines.

The incumbent must be proficient in: urban planning theory and methodologies; demographic and socioeconomic estimation and forecasting methods; citizen participation methods; federal and state transportation planning programs; principles of land use and transportation planning; transportation plan development, process of adoption, and implementation; planning programs and processes; brochure and document production; planning-related software, databases, scenario planning programs, modeling programs; strategic planning methods; Microsoft Office software, including the use of EXCEL spreadsheets, and ArcGIS software; basic and advanced statistics and mathematical calculations; and English usage, spelling, grammar, and punctuation.

The incumbent must have: the ability to follow written and oral instructions; be proficient in time management and organizational skills; be diplomatic at all time; and, be capable of upholding ethical standards by maintaining professionalism and objectivity.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.

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The Community

Farmington is located in San Juan County in the New Mexico portion of the nation's "Four Corners" region. Farmington is situated at the convergence of the San Juan, Animas, and La Plata Rivers, and is the largest city in the Four Corners, with a population of over 45,000. The surrounding trade area is in excess of 250,000 persons.

Farmington is the retail center for a rural region covering large portions of New Mexico, Colorado, Utah, and Arizona. It is home to the oil and gas industries that dramatically expanded the population and the economy of San Juan County starting in the 1950s. The City of Farmington is certified with the New Mexico Economic Development Department's Certified Communities Initiative. This designation reflects empowered communities who actively plan for a healthy economic future.

The Four Corners Regional Airport, located in Farmington, provides service to and from Denver with four flights daily.

The Four Corners area boasts year-round pleasant climate with low humidity and comfortable temperatures. Farmington is an ideal base for touring the Four Corners area and the ultimate location for explorers, history buffs, and nature lovers alike. The City is surrounded by ancient Native American cultural sites, world-class skiing in the San Juan Mountains, and record trout fishing in nearby rivers and lakes. The Four Corners region is rich with Native American history, National Parks, and World Heritage Sites.

Farmington has over 73 public parks and facilities as well as nearly five miles of trails and recreations area. The river parks and trails run alongside the Animas River.

San Juan Regional Medical Center, located in Farmington, is a primary inpatient, trauma, and health-testing center offering the most comprehensive range of inpatient and outpatient health care services within the Four Corners region.

The Farmington School District has an enrollment of approximately 10,000 students, and schools are accredited by the State of New Mexico.

San Juan College, located in Farmington, is the fourth largest educational institution in New Mexico, with an enrollment of 6,000 credit students each semester and an additional 4,000 non-credit students annually. San Juan College offers two-year Associate Degree transfer programs, technical-occupational degree and certificate programs, developmental education and non-credit community service classes. University programs at San Juan College include bachelor and graduate degree programs through Eastern New Mexico University, New Mexico Highlands University, New Mexico State University, and University of New Mexico.

The median home value in Farmington is $183,375 and the median household income is $50,087.

City Organization

The City of Farmington has a Council-Manager form of government consisting of a Mayor and four City Council Members from single member districts. The City Council appoints a City Manager who performs the duties of Chief Administrative Officer of the City, as defined by state statutes and municipal code. The City Manager serves as policy advisor to the Mayor and Council and provides leadership, coordination, and management for the affairs of the City to ensure effective community services.

The City has 1,023 full time and seasonal employees, a general fund budget of approximately $56.2 million, and a total budget of over $253 million.

About Farmington MPO Division

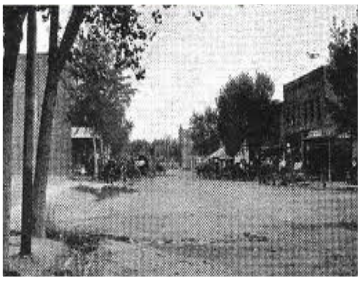
The Farmington MPO is the regional transportation planning organization for the approximate 100,000 persons living in the cities of Farmington, Aztec, and Bloomfield, and urbanized San Juan County. It serves as the regional forum for discussing regional transportation needs, planning transportation systems, and programming federal funding to the region.

The MPO Planner organizes, manages, and directs the activities within the MPO Division of the Community Development Department. The MPO Planner supervises two other positions, a MPO Associate Planner and an Administrative Aide and reports to the Community Development Director.

The governing board for the Farmington MPO is the Policy Committee. There are five voting members; all elected officials from the member agencies. Assisting the Policy Committee is a five member Technical Committee. The Technical Committee members are knowledgeable in transportation and staff from member entities.

Ideal Candidate

The ideal candidate will be a proactive and effective leader with the ability to consistently exhibit sound judgment and be an energetic self-starter. The MPO Planner will play a critical role in planning, organizing and directing the activities of the MPO Division. The ability to work with and communicate complex issues, in an understandable manner, to appointed and elected bodies and the general public is essential. A high performance leader who can manage subordinates, multiple projects efficiently, and deliver results on time is expected.



Education and Experience

The successful candidate must possess a Master's Degree in Urban Planning, City Planning, or a closely related field. An emphasis in transportation planning is highly desirable. A minimum of five years of progressively responsible professional work experience in transportation planning is also required. AICP, AICP-CTP, and/or PTP certifications are highly desirable. The incumbent who has demonstrated work experience for being proactive and effective in his or her work habits, consistently exhibits sound judgment, and is an energetic self-starter who has the leadership competencies necessary to fulfill the position.

Valid driver's license with an acceptable driving record for the past three years in New Mexico, or state of current residency, is required.

Compensation and Benefits

The salary range for this position is $47,200 to $71,910 annually, depending on qualifications and experience. A full range of leave and insurance benefits is provided. The City of Farmington is self-insured and has several programs to help employees manage the cost of healthcare. A mandatory deduction of 10.65% of gross wages is required to contribute to Public Employees Retirement Association (PERA) with the City of Farmington contributing an additional 9.15% on the employees behalf. Employees may also contribute to a deferred compensation plan. A tuition reimbursement program is also available.

Application Process

Please find the detailed job description and application online at www.cofjobs.com. Job #68.
This position is open until filled.

The City of Farmington is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

Resources

City of Farmington
www.fmtn.org
San Juan County
www.sjcounty.net
San Juan Economic Development Service
www.sanjuaneds.com