



## **Job Advertisement**

### **Manager of Project Development**

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MetroPlan Orlando, the metropolitan planning organization for Orange, Osceola, and Seminole Counties, is looking for an experienced professional who will oversee transportation planning studies, safety initiatives and the consultant services program for the Planning Department. This supervisory position will also lead coordination with FDOT and local agencies for project development activities on the national highway system. This new full-time position will report to the Director of Transportation Planning and Development. The work environment for this position is a hybrid-office setting with some in-field activities around the region.

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#### **Essential Functions**

- Oversee planning staff and consultants in the successful implementation of MetroPlan Orlando's safety, transportation feasibility, and corridor planning activities.
- Responsible for integration of "Vision Zero" concepts into the regional planning process.
- Manage regional travel data analytics program and support partner agency requests.
- Provide technical assistance to local and state agencies in transportation studies and actively participate in FDOT's project development meetings and working groups.
- Support local agencies with FDOT's project intake process for programming, in coordination with Manager of Transportation Planning.
- Manage and monitor general planning consultant contracts such that assigned tasks are done on time and within budget.
- Responsible for supervising, managing, and training direct report(s).
- Develop and maintain solid working relationships with the organization's business partners, including local jurisdictions, other transportation agencies and the private sector, leveraging resources to increase effectiveness and reach.
- Other duties and responsibilities as assigned.

#### **Other Functions**

- Provide staff support to the MPO Board and Advisory Committees
- Represent the organization at business and community events.
- Supervise at least two (2) transportation planners/engineers and carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Participate in the development of the annual budget for the organization; assist with sections of the budget pertaining to transportation planning / project development.

Note: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.

## Minimum Qualifications

- Master's degree from an accredited college or university in civil engineering, transportation planning, urban and regional planning, or related field, and seven (7) years of experience; or a Bachelor's degree and ten (10) years of experience in related field with a concentration in transportation planning and/or engineering; or may substitute an equivalent combination of education and experience.
- Experience working with the public, advisory committees, and elected officials.
- Ability to manage large scale projects with multiple disciplines.
- Supervisory skills.
- AICP encouraged.
- PE encouraged.
- Valid driver's license required.

## Salary & Benefits

The full-time position offers a competitive salary and an excellent fringe benefits package, including health insurance, retirement planning, and paid time off. MetroPlan Orlando is based in beautiful downtown Orlando, with convenient access to the Church Street SunRail Station, nearby Lymmo service, a LYNX bus stop at the front door, and secure bicycle and vehicle parking.

## How to Apply

Send a cover letter and resume to: [hr@metroplanorlando.gov](mailto:hr@metroplanorlando.gov) OR Director of Finance & Administration, MetroPlan Orlando, 250 South Orange Avenue, Suite 200, Orlando, FL 32801. Completion of a MetroPlan Orlando employment application form will be required of those selected for interview.

MetroPlan Orlando is an equal opportunity employer, a drug-free workplace, and a tobacco-free workplace. It is the policy of MetroPlan Orlando that all applicants selected for employment must sign an Affidavit for Non-Use of Tobacco Products in order to be hired. The non-use of tobacco products must have been for a period of at least six months immediately preceding application for employment; and must be maintained and continued for the duration of employment with MetroPlan Orlando.

**All applications must be received by June 6, 2024. Open until filled.**