



Grand Forks - East Grand Forks

METROPOLITAN PLANNING ORGANIZATION

Agenda

MPO FINANCE COMMITTEE Friday, January 28, 2022 – 2:00 PM Zoom Meeting

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- I. CALL TO ORDER
- II. CALL OF ROLL
- III. DETERMINATION OF A QUORUM
- IV. MATTER OF CONSIDERATION OF PROPOSED MODIFICATIONS
TO THE EXECUTIVE DIRECTOR’S JOB DISCRPTIONMOCK
- V. MATTER OF APPOINTING AN INTERIM EXECUTIVE DIRECTORMOCK
- VI. OTHER BUSINESS
- VII. ADJOURNMENT

ANY INDIVIDUAL REQUIRING A SPECIAL ACCOMMODATION TO ALLOW ACCESS OR PARTICIPATION AT THIS MEETING IS ASKED TO NOTIFY EARL HAUGEN, MPO EXECUTIVE DIRECTOR AT (701) 746-2660 OF HIS/HER NEEDS FIVE (5) DAYS PRIOR TO THE MEETING. ALSO, MATERIALS CAN BE PROVIDED IN ALTERNATIVE FORMATS: LARGE PRINT, BRAILLE, CASSETTE TAPE, OR ON COMPUTER DISK FOR PEOPLE WITH DISABILITIES OR WITH LIMITED ENGLISH PROFICIENCY (LEP) BY CONTACTING THE MPO EXECUTIVE DIRECTOR (701) 746-2657 FIVE (5) DAYS PRIOR TO THE MEETING.



Grand Forks - East Grand Forks

METROPOLITAN PLANNING ORGANIZATION

MPO STAFF REPORT **MPO FINANCE COMMITTEE: JANUARY 28, 2022**

RECOMMENDED ACTION: Consider Proposed Modifications To MPO Executive Director Job Description

Matter Of Consideration Of Proposed Modifications To The MPO Executive Director Job Description.

Background: The MPO Executive Director Job Description Was Adopted January 1,2005 and Revised August 1, 2008. Per discussion at the January 26, 2022, MPO Executive Policy Board meeting a motion was made to request the MPO Finance Committee consider proposed amendments to the job description.

Findings and Analysis:

- None

Support Materials:

- Executive Director Job Description As Adopted in 2005 and Revised in 2008
- Executive Director Job Description With Proposed Amendments

MPO EXECUTIVE DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are NOT intended to reflect all duties performed within the job.

DEFINITIONS

To plan, direct, manage and oversee the activities and operations of the MPO including urban and transportation planning; to coordinate assigned activities with other local and outside agencies; and to provide highly responsible and complex administrative support to the MPO Executive Board.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the MPO Chair and Executive Policy Board. Exercises direct supervision over supervisory, professional, technical, and clerical staff.

ESSENTIAL FUNCTION STATEMENTS—*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all MPO services and activities including transportation and community planning, transportation improvements programming, grants, and public relations; recommend and administer policies and procedures.
2. Manage the development and implementation of MPO goals, objectives, policies and priorities for each assigned service area.
3. Establish, within MPO policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the MPO's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate MPO personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the MPO budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

8. Explain, justify, and defend MPO programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
9. Represent the MPO to other local agencies, elected officials and outside agencies; coordinate MPO activities with those of other departments, outside agencies and organizations.
10. Provide staff assistance to the MPO Chair and Executive Policy Board; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence; provide staff support to boards and commissions.
11. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of urban and transportation planning.
13. Perform related duties and responsibilities as required.

QUALIFICATIONS (Knowledge, Skills and Abilities)

Knowledge: Operations, services and activities of a comprehensive MPO organization; Principles and practices of urban/transportation planning, design, regulation, implementation, administration and enforcement; Planning theory and social policies; Advanced site planning and architectural design techniques and methods; legal aspects of transportation planning and plan implementation; Land Use development; Principles of supervision, training and performance evaluation; Computers and planning related software; Statistical analysis, economics and economic development; Government purpose, function, policies, practices and administration; Research methods and analysis; Technical report writing; Principles and practices of program development and administration; Principles and practices of municipal budget preparation and administration; Applicable environmental laws and regulations; Pertinent Federal, State, and Local laws, codes and regulations.

Skills: Communicate clearly and concisely, both orally and in writing; Establish and maintain effective working relationships with those contacted in the course of work; Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Abilities: Plan, organize, direct and coordinate the work of lower level staff; Select, supervise, train and evaluate staff; Delegate authority and responsibility; Lead and direct the operations, services and activities of a comprehensive metropolitan planning organization; Interpret planning and zoning programs to the general public; Identify and respond to community and Executive Policy Board issues, concerns and needs; Develop and administer, departmental goals, objectives, and procedures; Prepare clear and concise administrative and financial reports; Solve complex planning problems; Prepare and administer large and complex budgets; Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; Research, analyze, and evaluate new service delivery

methods and techniques; Interpret and apply Federal, State, and Local policies, laws and regulations.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of increasingly responsible urban and/or transportation planning experience, including three years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in urban planning, transportation planning, public administration or a related field.

License or Certificate

None.

WORKING CONDITIONS

Environmental and Physical Conditions:

Office environment; exposure to computer screens; essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

With Proposed Amendments

MPO EXECUTIVE DIRECTOR

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DEFINITION

To plan, direct, manage and oversee the activities and operations of the MPO including urban and transportation planning; to coordinate assigned activities with other local outside agencies; and to provide highly responsible and complex administrative support to the MPO Executive Board.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the MPO Chair and Executive Policy Board.
Exercises direct supervision over supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all MPO services and activities including transportation and community planning, transportation improvements programming, grants, and public relations; recommend and administer policies and procedures.
2. Manage the development and implementation of MPO goals, objectives, policies and priorities for each assigned service area.
3. Establish, within MPO policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the MPO's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate MPO personnel provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the MPO budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Explain, justify, and defend MPO programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
9. Represent the MPO to other local agencies, elected officials and outside agencies; coordinate MPO activities with those of departments, outside agencies and organizations.
10. Provide staff assistance to the MPO Chair and Executive Policy Board; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence; provide staff support to boards and commissions.
11. Respond to and resolve difficult and sensitive citizen inquires and complaints. Provide high quality, timely oral and written communications to all local agencies and organizations to promote general awareness and consensus building.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of

Date Adopted: January 1, 2005

Date Revised: August 1, 2008

urban and transportation planning.

13. Solicit input from the local operational agencies to understand concerns. Provide creative solutions to maximize local benefits, minimize local costs and impacts while meeting minimum federally mandated system requirements.
14. Assist and support local agencies as they react to roadway maintenance needs with projects not fully anticipated in the LRTP.
15. Perform related duties and responsibilities as required.

QUALIFICATIONS (Knowledge, Skills and Abilities)

Knowledge: Operations, services and activities of a comprehensive MPO organization; Principles and practices of urban/transportation planning, designing, regulation, implementation, administration and enforcement; Planning theory and social policies; Advanced site planning and architectural design techniques and methods; legal aspects of transportation planning and plan implementation; Land Use development; Principles of supervision, training, and performance evaluation; Computers and planning related software; Statistical analysis, economics and economic development; Government purpose, function, policies, practices and administration; Research methods and analysis; Technical report writing; Principles and practices of program development and administration; Principles and practices of municipal budget preparation and administration; Applicable environmental laws and regulations; Pertinent Federal, State, and Local Laws, codes and regulations.

Skills: Communicate clearly and concisely, both orally and in writing; Establish and maintain effective working relationships with those contacted in the course of work; Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; Maintain mental capacity which allows for effective interaction and communication with others; Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Abilities: Plan, organize, direct and coordinate the work of lower level staff; Select, supervise, train and evaluate staff; Delegate authority and responsibility; Lead and direct the operations, services and activities of a comprehensive metropolitan planning organization; Interpret planning and zoning programs to the general public; Identify and respond to community and Executive Policy Board issues, concerns and needs; Develop and administer departmental goals, objectives and procedures; Prepare clear and concise administrative and financial reports; Prepare and administer large and complex budgets; Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; Research, analyze and evaluate new service delivery methods and techniques; Interpret and apply Federal, State and local policies, laws and regulations.

Experience and Training Guidelines

Any combination of Experience and Training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of increasingly responsible urban and/or transportation planning experience, including three years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in urban planning, transportation planning, public administration or a related field.

License:

None.

WORKING CONDITIONS

Environmental and Physical Conditions:

Office and field environment; travel from site to site; work with computers; Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

Date Adopted: January 1, 2005

Date Revised: August 1, 2008



Grand Forks - East Grand Forks

METROPOLITAN PLANNING ORGANIZATION

MPO STAFF REPORT **MPO FINANCE COMMITTEE: JANUARY 28, 2022**

RECOMMENDED ACTION: Consider Appointing Interim MPO Executive Director

Matter Of Consideration To Appoint An Interim MPO Executive Director.

Background: The MPO Executive Director has submitted his intent to retire effective February 25, 2022. Chair Mock has made a recommendation that until the MPO Executive Director hiring process has been completed consideration be given to appoint Teri Kouba as Interim Executive Director.

As the Interim Executive Director, she would be, as main examples, the point of contact for the GF-EGF MPO, would sign timesheets and leave requests, and would represent the MPO on various committees, commission, etc.

Findings and Analysis:

- None

Support Materials:

- None