



CITY OF CASPER
invites applications for the position of:

MPO Supervisor

SALARY: \$30.75 - \$37.37 Hourly
\$5,329.48 - \$6,478.29 Monthly
\$63,953.76 - \$77,739.48 Annually

OPENING DATE: 04/14/17

CLOSING DATE: 04/28/17 11:59 PM

CLASS SUMMARY:

Assigned to: Community Development

Incumbent is responsible for coordinating a broad range of activities and operations related to Metropolitan Planning Organization (MPO) initiatives. Responsibilities may include assigning tasks to staff and monitoring efforts; implementing goals, policies and procedures; assisting with preparing and monitoring a budget; coordinating grant compliance; and preparing related operational reports. Receives general guidance from higher level supervisory staff.

This position is driving essential.

TYPICAL CLASS ESSENTIAL DUTIES:

1. Supervises assigned staff to include: authorizing time off, approving payroll and hiring; prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
2. Develops, organizes and promotes all programs and operational activities for MPO and transit operations.
3. Coordinates the activities of MPO advisory committees, contractors, organizations and funding agencies; and prepares program issues, concepts and recommendations.
4. Serves as a liaison for the MPO with other City departments, divisions and outside agencies including the Wyoming Department of Transportation (WYDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA).
5. Conducts a variety of organizational and operational studies and investigations; monitors emerging transportation planning issues and grant requirements.
6. Provides transportation engineering judgment and opinions on studies and reports; works with various agencies to provide transportation engineering input, information for corridor and land use studies, transportation area zones (TAZ), trip generation, traffic calming techniques and site development impacts.

7. Conducts accident and injury investigations after each incident and implements corrective actions to ensure the hazard is reduced or eliminated.
8. Keeps current on new trends and innovations in MPO, transit operations and grant management.
9. Prepares operational and statistical reports.
10. Assists with budget preparation and administration; prepares costs estimates and justifications for budget items; submits and approves invoices for payment and monitors expenses to align with budget allocated.
11. Responds to and resolves citizen concerns and complaints.
12. Represents the City of Casper by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
13. Follows all City safety procedures. Reports all accidents/incidents to director.
14. Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

Knowledge of:

- Current trends and innovations in MPO and transit operations.
- Applicable Federal, State, Local and City government codes, rules and regulations relating to the various aspects of MPO and transit administration.
- Operational characteristics, services and activities of MPO and transit operations.
- Procedures, methods and techniques of MPO and transit operations.
- Thorough knowledge of the theories, principles, and practices related to grant management.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Administrative principles and practices, including goal and objective development, work planning and employee supervision.
- Basic principles of municipal budget preparation and control.
- Principles of supervision, mentoring, training, and evaluating the work of others.
- Recordkeeping principles.
- Computers and related software applications.
- Public relation principles.
- Research methods and techniques.
- Data analysis methods.
- Mathematical and statistical principles.

Abilities (position requirements at entry):

Ability to:

- Coordinate the process of selecting project consultants, develop contracts and oversee the work of the consultants to ensure the project is completed as intended.
- Apply federal, state, and local laws, rules, and regulations pertaining to MPO, transit administration and federal grants.
- Plan and manage compliance with reports, analysis and regulations relating to MPO, transit administration and federal grants.
- Set work priorities and work independently with minimal supervision.

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend solutions in support of goals.
- Compose appropriate recommendations and prepare clear and concise reports.
- Present accurate and reliable reports which contain findings, set direction and offer recommendations to achieve desired goals and end results.
- Interpret and explain City policies and procedures.
- Apply and convey technical expertise.
- Comply with municipal budgeting practices.
- Coordinate the work of personnel.
- Operate modern office equipment, software and operating systems/applications.
- Maintain a neat and professional appearance.
- Follow written and verbal instructions and direction.
- Communicate effectively verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Skills (position requirements at entry):

Skill in:

- Grant administration.
- Facilitating multi-agency cooperation.
- Interpreting and applying applicable laws, rules, and regulations.
- Basic principles of budgeting.
- Allocating limited resources in a cost effective manner.
- Providing customer service.
- Technical writing.
- Mentoring employees.
- Delegating and prioritizing work.
- Public speaking.
- Project management.
- Compiling, analyzing, organizing and evaluating data and making appropriate recommendations based on findings.
- Operating in a courteous, knowledgeable and tactful manner with customers, staff and the general public.
- Oral and written communication, sufficient to exchange or convey effective information and to receive work direction.
- Operating modern office equipment, including computer software and operating systems/applications.

TRAINING, EXPERIENCE & CERTIFICATIONS:

Training and Experience (positions in this class typically require):

- Minimum of three years of increasingly responsible experience in planning, Federal/State grant administration, traffic management or municipal transit planning.
- Minimum of two years of experience working as a supervisor.
- Associate's Degree in planning, public administration, engineering or closely related field.
- Bachelor's Degree preferred.

Licensing and Certification Requirements (positions in this class typically require):

Licensing Requirements:

Possession of, or ability to obtain, a valid Wyoming Driver's License.

SUPPLEMENTAL INFORMATION & PHYSICAL REQUIREMENTS:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Women, minorities, and individuals with disabilities are encouraged to apply.

Employment with the City of Casper is contingent upon a successful background screen and pre-employment drug test.

As a condition of employment, the successful candidate must utilize direct deposit for payroll purposes.

Driving records are required for all new employees regardless of the position's driving requirements. If the employee has not held a Wyoming driver's license for the last three years, the employee must provide at their own initiation and expense a driving record from their previous state(s) of residence.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.

Incumbents may be subject to dusts, odors, chemicals, and extreme climate/weather conditions.

Driving Requirements:

For driving essential positions, employment with the City of Casper is contingent upon a satisfactory driving record. A driving record that reflects any of the following criteria is considered unsatisfactory:

1) Convicted of three (3) or more moving violations within the previous 36 months (three separate, individual incidents);

2) A conviction within the previous 36 months of any of the following:

- Driving under the influence of drugs or alcohol;
- Leaving the scene of an accident;
- Fleeing to avoid arrest;
- Reckless Driving;
- Homicide or assault by motor vehicle;
- Driving without auto insurance;
- Driving on a suspended license;
- Refusal to take blood/breathalyzer test for suspected DUI or impaired driving.

If you have questions regarding the background screen, pre-employment drug test or driving record, please contact the Human Resources Office at (307)235-8344 prior to accepting a job offer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.casperwy.gov>

Position #0312-01
MPO SUPERVISOR
HR

200 N. David - Human Resources
Casper, WY 82601

(307)235-8344

jobs@casperwy.gov

MPO Supervisor Supplemental Questionnaire

- * 1. Which of the following best describes your level of education?
 - Some High School
 - High School Diploma or G.E.D.
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
- * 2. How many years of experience do you have in a supervisor capacity?
 - None
 - Less than 6 months
 - 6 months to less than 2 years
 - 2 years to less than 3 years
 - 3 years to less than 4 years
 - 4 years or more
- * 3. Describe (in detail) your supervisory experience. Please include specifics as to where you obtained your listed experience.
- * 4. How many years of experience do you have in planning, transportation planning, traffic management and municipal transit planning, public administration, engineering, and transportation/transit grant management?
 - None
 - Less than 1 year
 - 1 year to less than 2 years
 - 2 years to less than 3 years
 - 3 years to less than 4 years
 - 4 years to less than 5 years
 - 5 years or more
- * 5. Please describe (in detail) your experience and where you obtained the experience.
- * 6. Do you have a valid Wyoming Driver's License?
 - Yes, I possess a valid Wyoming Driver's License.
 - No, but I have the ability to obtain this license within 12 months of hire.
 - No. I do not have this license nor will I be able to obtain within 12 months of hire.
- 7. Please describe (in detail) your experience assisting with and preparing and monitoring a budget.
- * 8. Outline the five lessons you have learned from the leaders you've worked with previously.

* Required Question