



Principal Planner, Fiscal Coordinator

Sarasota/Manatee Metropolitan Planning Organization
Established Date: 6/1/2017
Revision Date: 12/29/2021

General Information:

Under the direction of the Executive Director, performs advanced level managerial, professional, and administrative work associated with transportation planning activities of a metropolitan planning organization. With primary responsibility for development, administration, and coordination of the financial and human resources functions of the organization. Requires significant initiative, confidentiality, and independent judgment. Assist the Executive Director with the financial management of the organization and compliance with federal, state, and local laws, policies, and regulations. Coordinate human resources functions, including hiring, benefits administration, evaluations, and training in adherence with federal and state employment laws and regulations.

Working Conditions:

Work is performed in a standard office environment and involves light physical demands and frequent use of personal computers. Lifting equipment up to 25 lbs. alone and up to 50 lbs. with assistance. Attend outside and night meetings as requested at partner and project sites. Fieldwork may be performed with exposure to weather conditions, dust, dirt, noise, traffic, exhaust fumes, and moving equipment. Ability to walk and/or bike up to five miles.

Job Duties:

Essential Functions:

These are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position.

Supports the development of Unified Planning Work Program (UPWP), Project Priorities, Transportation Improvement Program (TIP), Long Range Transportation Plan (LRTP), and other MPO transportation planning products. Assists the Executive Director in fiscal matters including budget, finances and contract compliance; monitors and controls expenditures.

Develops and recommends fiscal policy for consideration by the Executive Director and the MPO Board.

Administers quarterly invoicing, purchasing, and annual budgets, including coordination of same between the County and Florida Department of Transportation.

Performs and/or manages complex local or regional planning studies, research, and analyses.

Support the collection, maintenance, and analysis of transportation system performance data to develop performance measures and targets and report system performance.

Supports transportation planning activities with all applicable county/city/modal departments in the Sarasota-Manatee area.

Coordinates required activities with the Florida Department of Transportation, Federal Highway Administration, and Federal Transit Administration including plan approvals, mandated documents, and

certifications.

Develops project scopes and costs, negotiates with consultants, and verifies budget, contract compliance, invoicing, and deliverables.

May supervise planning, technical and administrative staff; Develop and implement rules, policies, and procedures, and maintain accountability for the safety and performance of assigned employees.

Attends meetings of MPO board, advisory committees, and transit agencies. Prepare agendas, reports, and supporting material; prepare and present written and oral technical and informational presentations; and respond to the direction of board and committees.

Represents the organization in the community and supports the public participation plan.

Administers financial affairs of the MPO, including fiscal planning, budgeting, and controls to ensure proper accounting of MPO resources and expenditures.

Assists external auditors with an annual compliance audit.

Maintains proper internal accounting controls set forth in generally accepted accounting principles.

Minimum Qualifications:

Bachelor's degree in urban or transportation planning, public administration, Personnel Management, Business, Public Administration, Social Sciences, Finance, Accounting, or closely related field or a related field with five (5) years progressively responsible experience, including a minimum of one (1) year supervisory experience preferred. A Master's degree in a relevant field with professional experience is a plus. Minimum of three years' work experience in the planning/financial/accounting/human resources field; MPO and/or local or state government experience is highly desirable.

Knowledge, Abilities, and Skills:

Knowledge of computer hardware and software programs, such as Microsoft Office applications, Adobe products, Internet applications, econometric or transportation modeling, database management, or GIS.

Knowledge of principles, practices, methods, and techniques of public financing and human resources management, including applicable laws, rules, and regulations.

Knowledge of the MPO's personnel policies, procedures, and benefits program and ability to interpret and communicate them to others.

Knowledge of regulations, standards, and procedures established by federal, state, and local authorities to govern metropolitan and regional transportation planning.

Knowledge of administrative methods, techniques, and procedures necessary to conduct day-to-day and long-term activities of a public agency.

Knowledge of modern methods of collection and analysis of planning and engineering data.

Knowledge of principles, practices, and trends of transportation planning and development.

Ability to address elected and non-elected public officials, civic organizations, and other community organizations to present ideas and findings clearly and concisely in writing and orally.

Ability to exercise mature judgment and to make independent decisions in accordance with established policies and procedures.

Ability to handle multiple projects at the same time and perform duties effectively and efficiently in a high-stress, fast-paced environment.

Ability to achieve objectives through teamwork in a deadline-driven environment, handling multiple tasks in an organized and efficient manner.

Ability to successfully combine professional judgments and political realities.

Ability to understand and interpret applicable legislation, plans, rules, and regulations.

Ability to establish and maintain effective working relationships with co-workers, MPO officials, Federal and State officials, other entities, and the general public.

Ability to research, compile, and prepare statistical analyses/reports.

Ability to recommend, and assist in, development of alternative plans and programs and to make sound decisions on matters pertaining to MPO policies and practices.