West Central Arkansas Planning & Development District/Tri-Lakes Metropolitan Planning Organization has an open position for MPO Study Director.

**Minimum Qualifications:** A Bachelor’s Degree is required. Experience in city or regional planning, transportation planning, geography as well as MPO experience is preferred. Master’s Degree in city or regional planning, public administration or related field is a plus, as is American Institute of Certified Planners certification.

Organizational skills, technical writing, fluency in personal computers, word processing, spreadsheet, database and other applications are necessary as is the ability to prepare and present written and oral presentations. Applicant must be able to meet deadlines and other time demands relative to project/task development and completion. The selected candidate will work closely with the MPO Executive Director, MPO committees, local governments, and transportation providers to develop, the Transportation Improvement Program, Unified Planning Work Program, Bike and Pedestrian Plans, Transit Survey, public involvement strategies, and other administrative and organizational efforts. The MPO is the legally designated organization responsible for developing state and federal transportation plans and programs for the multi-county study area as well as the local needs of the partner jurisdictions.

Strong communication skills and the ability to lead a public meeting is a must. Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and state and federal agencies is needed. Applicant must be able to maintain effective cooperative relationships between all levels of government particularly members of the MPO Technical Committee, Policy Board and other established committees. Having considerable knowledge of theory, principles and techniques of the planning profession and development process is needed. The applicant must have considerable knowledge of federal, state and local laws, ordinances and codes pertaining to a wide variety of planning topics.

**Job Responsibilities:** The MPO Study Director must be proficient in administrative tasks, report preparation, and program management. The position requires a current understanding of rules and regulations of the U.S. Department of Transportation and more specifically the Federal Highway Administration relative to the various components of transportation planning: freight, safety, bicycle/pedestrian, transit, and performance measures. The applicant must be creative and possess interpersonal relationship skills and be able to generate and conduct work in a team-based environment.

**Salary Range:** Depending on qualifications. WCAPDD has a competitive benefits package including 13 paid holidays; 401 (k) retirement package; employer paid health, dental and disability insurance.

**Resume Submittal Deadline:** Position is open until filled. Individuals interested in this position please send cover letter and resume to: West Central Arkansas Planning and Development District, P.O. Box 6409, Hot Springs, AR 71902-6409, or via e-mail to [ljustice@wcapdd.org](mailto:ljustice@wcapdd.org) .

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