

Mid-Carolina Regional Council RPO Coordinator

Salary: Hiring Range: \$59,699 - \$67,000 based on qualifications.

Location: Fayetteville, NC (hybrid/flexible work schedule)

Job Type: Regular, Full-time

Department: Local Government Services

Closing Date: Open Until Filled

Description:

Mid-Carolina Regional Council is a voluntary coalition of local governments and functions as a multi-county planning, development, and human resources organization. Mid-Carolina Rural Transportation Planning Organization (RPO) serves areas in Harnett, Sampson, Cumberland and Bladen Counties. The RPO Coordinator position will be supervised by the Deputy Executive Director or his/her designee. The position will coordinate all major elements of the RPO.

Essential Duties and Tasks:

- Preparation of all elements of the RPO transportation planning work program and the Transportation Improvement Program.
- Actively participate and facilitate transportation planning studies with NCDOT, municipalities, counties and other partners as needed.
- Assist local, county and state officials on all items related to transportation planning in the RPO region.
- Create recommendations, plans, presentations, and reports for member governments and partner organizations.
- Develop, in cooperation with the NCDOT, comprehensive transportation plans.
- Provide a forum for public participation in the transportation planning process.
- Develop and prioritize suggestions for projects that the organization believes should be included in the State's Transportation Improvement Program.
- Provide transportation-related information to local governments and other interested organizations and persons.
- Performs other job-related duties of a similar nature and level as assigned.

Minimum Qualifications:

Education and Experience:

Bachelor's degree from an accredited college or university in planning, public administration, engineering or a closely related field. Master's Degree preferred. Considerable experience in planning including transportation planning and local and regional planning.

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

Additional Information:

Knowledge of:

- Thorough knowledge of the principles, practices and methods of urban, regional and transportation planning.
- Considerable knowledge of Geographic Information System (GIS) applications in transportation.
- Working knowledge of all areas of local government.

Tasks:

- Coordinate with local governments on creative funding solutions, including applying for and administering grants/applications.
- Create agendas and maintain minutes for the RTCC and RTAC.
- Schedule, advertise, organize, and coordinate RTCC and RTAC meetings on a regular basis and according to the RPO's Public Participation Plan.
- Assist with CTP development (data collection, coordinating public involvement, etc.)
- Complete proper procedure to receive funds on behalf of the RPO.
- Maintain an inventory of equipment owned by the RPO.
- Prepare the draft and final PWP and Five-Year Calendar for RTCC and RTAC approval.
- Develop and process Quarterly Report Packages to NCDOT TPB.
- Coordinate CTPs and land use plans and policies.
- Maintain policies and procedures of the RPO, including Bylaws and public involvement plans.
- Serve as liaison between the RPO and adjacent Metropolitan Planning Organizations (MPOs) and Rural Planning Organizations (RPOs).
- Develop high-quality, long-range local and regional transportation plans (highways, railways, aviation) in cooperation with other area planning organizations and NCDOT.
- Provide transportation-related information to local governments and other interested organizations and persons.
- Conduct transportation related studies and surveys for local governments and other interested entities/organizations.

- Possess a thorough understanding of basic transportation planning and engineering principles, NCDOT Project Development, including project flow as well as potential funding sources.
- Maintain the RPO Project Database in NCDOT's Strategic Planning Office of Transportation (SPOT) Project Scoring Process and update the Local Input Point Methodology to reflect goals and objectives of the RPO and local member jurisdictions.
- Maintain close working relationship with internal and external organizations, including NCDOT local Division offices, NCDOT Raleigh offices, FHWA Offices, FTA Offices, local member jurisdictions, adjacent and Statewide MPOs and RPOs, and other interested parties.
- Ability to communicate effectively with the community and local public officials, both remotely and in-person, and to work independently as well as in groups.
- Group facilitation for meetings, projects, and TCC/TAC Meetings.
- Manage multiple projects at once, while prioritizing ongoing and new tasks, and meeting deadlines as required.
- Process requests and discuss matters in regard to the importance of the project and sensitivity to the nature of the project.

Skilled in:

- Ability to plan, organize, supervise and implement complex projects effectively and independently.
- Preparing technical documents, reports, and presentations.
- Providing clear and concise oral and written reports of activities to internal and external agencies.
- Coordinating deadlines and prioritizing competing demands.
- Utilizing a computer and relevant software applications.
- Utilizing communication and interpersonal skills to communicate with members of the public, elected officials, appointed officials, government staff, contractors, and the Council's strategic partners effectively and tactfully.

Supplemental Information:

Location:

This position is based out of Mid-Carolina Regional Council's office located in Fayetteville, North Carolina. Due to the nature of the position, it may be hybrid/flexible.

Travel:

This position will require driving a personal vehicle throughout the region to attend meetings, conduct site visits, project management, conferences, and any other related functions. Mileage will be reimbursed by Mid-Carolina Regional Council. Applicants must possess and maintain an appropriate, valid state driver's license.

Evening Meetings:

This position will occasionally require attendance at evening meetings throughout the region. These meetings will primarily consist of local government Board meetings or stakeholder meetings related to transportation projects.

Benefits:

Mid-Carolina Regional Council offers employees a competitive compensation and benefits package. To learn more about the benefits offered, please contact Samantha Wullenwaber, Deputy Executive Director, at swullenwaber@mccog.org.

How to Apply:

To apply, please send a resume and cover letter to Samantha Wullenwaber, Deputy Executive Director, at swullenwaber@mccog.org. Only materials submitted to this email address will be considered for this role.