

## Principal Transportation Planner/MPO Coordinator

The Nashua Regional Planning Commission seeks an experienced transportation planner to join its tightly-knit, award-winning team.

The ideal candidate will possess strong background in transportation planning principles and practices including highway, bicycle and pedestrian and transit. The MPO Coordinator is responsible for overseeing all aspects of the MPO transportation planning program and compliance with Federal and State planning requirements. The MPO Coordinator performs skilled, specialized activities on behalf of the Commission related to the execution of the transportation planning program including coordination of the Region's Metropolitan Transportation Plan, Transportation Improvement Plan, Intelligent Transportation Systems, transportation project planning and providing local technical assistance. The MPO coordinator manages the activities of the transportation planning staff, the transportation work program, develops the transportation program budget, and manages complex planning projects utilizing staff and consultants.

This position requires considerable knowledge of transportation planning principles and practices, state and federal transportation planning regulations, state and federal transportation funding programs, and grant administration and management.

**Qualifications:** Candidates should have a Master's Degree in City, Urban, and/or Regional Planning, Geography, Public Administration, Natural or Environmental Sciences (other closely related fields may be considered); plus three years' experience in a local or regional planning environment or consulting firm or a Bachelor's degree plus five years of experience. Applicants should be adept at working in a variety of software platforms, including Microsoft Office Suite and Access, Synchro traffic planning and analysis software, and ArcGIS. Candidates must have a valid driver's license.

The Nashua Region is a vibrant landscape of rural, suburban and urban communities located just 40 miles from Downtown Boston. The Commission enjoys extensive relationships with its 13 member communities as well as partners spanning the transportation, public health and wellness, human services, business, and philanthropic fields and the selected candidate will enjoy the opportunity to work on a variety of creative and cutting edge projects. The Commission fosters a work environment that is both personally and professionally fulfilling and encourages continued professional development in an atmosphere that promotes a healthy work/life balance.

Salary will be commensurate with experience and qualifications.

**To apply:** please forward a resume and cover letter to: Jay Minkarah, Executive Director, Nashua Regional Planning Commission, 9 Executive Park Drive, Suite 201, Merrimack, NH 03054 or via e-mail to [karenb@nashuarpc.org](mailto:karenb@nashuarpc.org).

This position is open until filled. Nashua Regional Planning Commission is an equal opportunity employer. Applicants must be authorized to work lawfully in the United States. If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment.



**NASHUA REGIONAL PLANNING COMMISSION  
MPO COORDINATOR**

**GENERAL**

The MPO Coordinator is a professional position with varied and complex, technical and administrative duties. The MPO Coordinator is responsible for overseeing all aspects of the MPO transportation planning program. The MPO Coordinator performs skilled, specialized activities on behalf of the Commission related to the execution of the transportation planning program; coordinates activities of the transportation planning staff; oversees and manages the transportation work program; develops the transportation program budget; manages complex planning projects utilizing staff and consultants.

**AUTHORITY AND ACCOUNTABILITY**

The MPO Coordinator is appointed by and reports directly to the Executive Director. The MPO Coordinator is the Senior Transportation Planner for the organization, and is responsible for the production and quality of work products for the Transportation Planning Program.

The position is responsible for the direct supervision of all Transportation Program staff. This includes providing guidance and mentoring those employees, coordinating their staff meetings, reviewing their work, approving leave requests, taking disciplinary action as necessary and performing work evaluations. Disciplinary action shall be taken only after consultation with the Executive Director.

**NATURE OF WORK**

Subject to advisement from the Executive Director, the MPO Coordinator shall monitor the active business operations of the Commission. The work requires the application of knowledge of federal, state, county and municipal organizations, programs, and functions. The position also requires the supervision of transportation planning staff and the ability to draw upon other staff in ensure the professional and timely completion of work products.

**DUTIES AND RESPONSIBILITIES**

Under the direction of the Executive Director, the Senior Transportation Planner/MPO Coordinator is responsible for the following duties and responsibilities.

**MPO COORDINATOR RESPONSIBILITIES**

- Coordinates the daily administrative and financial functions of the transportation division of the Commission. This includes preparing the agency's Unified Planning Work Program, monitoring monthly transportation expenditures, preparation of required monthly reports for all transportation planning contracts.
- Monitors the program and ensures the professional and timely completion of transportation planning work products.
- Coordinates the transportation planning process. Responsible for organizing and running all Transportation Technical Advisory Committee (TTAC) meetings. Coordinates process for and serves as the primary point of contact for Transportation Improvement Program (TIP) submissions from the agency, and local applications for Transportation Alternatives Program (TAP) and Congestion Mitigation Air Quality (CMAQ). Monitors the State's TIP. Coordinates agency's outreach to the member communities for the state's transportation planning program. Coordinates public hearing processes related to transportation planning activities.

- Reports to the Executive Committee and Full Commission on the Transportation Program as necessary
- Preparation of the core MPO documents including:
  - Metropolitan Transportation Plan,
  - Transportation Improvement Program,
  - Financial Constraint Documents,
  - Annual List of Obligated Projects,
  - MPO Performance Reports,
  - Air Quality Conformity Documents
  - The MPO Prospectus.
- With the Executive Director, serves as a liaison between the Commission and its member communities for issues related to transportation planning.
- Maintains knowledge of state, regional and local transportation planning issues. Performs and directs traffic modeling activities. Reviews and analyzes environmental impact statements, plans and documents from Federal and New Hampshire agencies. Provides technical assistance to the Executive Director in the review of transportation-related documents and materials.
- Assists with grant writing. Negotiates smaller transportation contracts with Federal, State and Local agencies.
- Manages complex transportation planning projects. Coordinates consultants, Federal, State and Local agencies. Facilitates public outreach for transportation planning projects.
- Monitor the transportation program budget, and prepare invoices to support the financial functions of the transportation program. The MPO Coordinator will work closely with the Assistant Director and Land Use Planners to coordinate and implement land use-transportation projects.
- MPO Performance Measures

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Knowledge of the principals and practices of transportation planning, including highway, bicycle and pedestrian and transit.
- Ability to apply transportation modeling and geographic information systems into practice.
- Ability to provide work of the highest professional quality in a timely manner.
- Ability to coordinate complex projects including corridor studies, traffic impact analyses.
- Ability to manage staff and consultants.
- General knowledge of the fundamentals of local land use planning and the practices of local government.
- Ability to write clearly and concisely.
- Ability to speak articulately with the public and during formal presentations.
- Ability to discuss complex-planning issues with elected and appointed officials and the news media.
- Ability to maintain effective working relationships with elected and appointed officials and with the general public.
- Ability to conduct work in a timely and organized fashion.

### EDUCATION AND EXPERIENCE

Minimal requirements of this position include:

1. Master's Degree in City, Urban, and/or Regional Planning, Geography, Public Administration, Natural or Environmental Sciences (other closely related fields may be considered); plus three years' experience in a local or regional planning environment or consulting firm.

Or

2. Bachelor's degree in City, Urban, and/or Regional Planning, Landscape Architecture, Public Administration, Natural Sciences, Resource Economics, Political Science (other closely related fields may be considered); plus five years' experience in a local or regional planning environment or consulting firm with at least one year in a public agency.