



## Central Yavapai Metropolitan Planning Organization

(City of Prescott Position "On Loan" to CYMPO)

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

# Planner/Administrator

Pay range: \$65,000 - \$80,000 annually plus benefits DOE/Q

FLSA Status: Exempt, at-will position and not eligible for overtime.

Candidate of choice must pass pre-employment drug test and criminal background check.

The Central Yavapai Metropolitan Planning Organization (CYMPO) accomplishes and implements transportation planning and program coordination activities prescribed by the 1973 Federal Transportation Act and as required by subsequent federal and state laws.

The MPO Administrator reports to the CYMPO Executive Board consisting of elected officials representing each of the member entities, the Town of Chino Valley, Town of Dewey-Humboldt, City of Prescott, Town of Prescott Valley, and Yavapai County, in addition to the Arizona Department of Transportation (ADOT). Personnel, accounting and procurement services are provided by the City of Prescott and CYMPO offices are located in the Town of Prescott Valley per memoranda of understanding.

**Responsibilities:** The MPO Administrator is responsible for representing CYMPO in a professional manner and promoting the goals and objectives of CYMPO. The MPO Administrator provides hands-on coordination and preparation of all aspects of CYMPO operations including, but not limited to: budgeting, reporting, preparing and executing contractual documents, project management for planning studies, public transportation planning, grant preparation and administration, conducting Executive Board and other public meetings in conformance with open meeting laws, development and updating of federal and state required MPO documents including the Unified Planning Work Program, Metropolitan Transportation Improvement Program, Public Participation Plan, Title 6 Plan, Long Range Transportation Plan, and other duties as assigned. The MPO Administrator is also responsible for the direct supervision of CYMPO administrative staff.

**Qualifications:** Five (5) years of regional transportation planning experience, a degree in engineering, planning or related field, or an equivalent combination of education and experience may be substituted. Knowledge of MPO, ADOT/state highway department, Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) regulations, policies and procedures, transportation funding sources, land use planning, as well as demonstrated computer experience with word processing, spreadsheets, database maintenance, GIS mapping, and transportation modeling programs; demonstrated skills in developing and organizing work programs, oral, written and presentation communication skills. Must possess or obtain a valid Arizona driver's license and relocation/residency within the CYMPO planning area is desirable.

**Physical and Visual Ability:** Must be sufficient to effectively and safely perform the required duties and operate required equipment.

**Hearing and Speaking Ability:** Sufficient to clearly, concisely and effectively communicate in person and over the telephone and must be free from mental disorders that would interfere with the performance of duties as described.

**Deadline: Applications must be received by 5:00 P.M., June 18, 2010.**

**Send application/resume to:**

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86302

(928) 777-1315 (928) 777-1347 (800) 748-6205 TDD (928) 777-1100 Fax: (928) 777-1213

Email: [personnel@prescott-az.gov](mailto:personnel@prescott-az.gov) Visit our Web site at [www.cityofprescott.net](http://www.cityofprescott.net)

EEO/M/F/V/H/D/NSE Posted: May 19, 2010.

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Craig McConnell, Regional Programs Director

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Jolaine Jackson, Human Resources Director

MAJOR BENEFITS FOR ALL FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.