

Job Title: MPO Director

Job Type: Manager/Planner

Date Posted: 7/16/10

Organization: Western Arkansas Planning & Development District/ Bi-State Metropolitan Planning Organization

URL: <http://www.bistatempo.org>

**Job Description:**

Minimum Qualifications: A Bachelors Degree is required. A Masters Degree in city or regional planning, geography, or related field is preferred.

Organizational skills, technical writing, fluency in personal computers, word processing, spreadsheet, data base 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.

Specific Job Responsibilities:

The MPO Director must be proficient in administrative tasks, report preparation, and program management. The position requires a current understanding of rules and regulations of the US Department of Transportation and more specifically the Federal Highway Administration and the Federal Transit Administration relative to the various components of transportation planning, freight planning, transportation safety planning, and bicycle/pedestrian planning. 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: \$50,000 to \$70,000

Resume Submittal Deadline:

Open until position is filled

Individuals interested in this position please send resume and application information to: Western Arkansas Planning and Development District, P.O. Box 2067 Fort Smith AR 72902. Resumes and applications may also be submitted, via e-mail, to: [jguthrie@wapdd.org](mailto:jguthrie@wapdd.org)

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