



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

# Are you MetroPlan Orlando's next Executive Director?



## Inside:

- The Opportunity of a Lifetime
- About MetroPlan Orlando
- The Executive Director Position
- The Ideal Candidate
- How to Apply

# The Opportunity of Lifetime

**An exceptional staff.** Harold (Harry) Barley, MetroPlan Orlando's first and only Executive Director, will retire this year. He will leave an exceptional organization of highly motivated, well-qualified and high-achieving employees.

**A collaborative board of directors.** The MetroPlan Orlando Board members are respected for working collaboratively. Some member changes will take place as the result of the November 2018 elections.

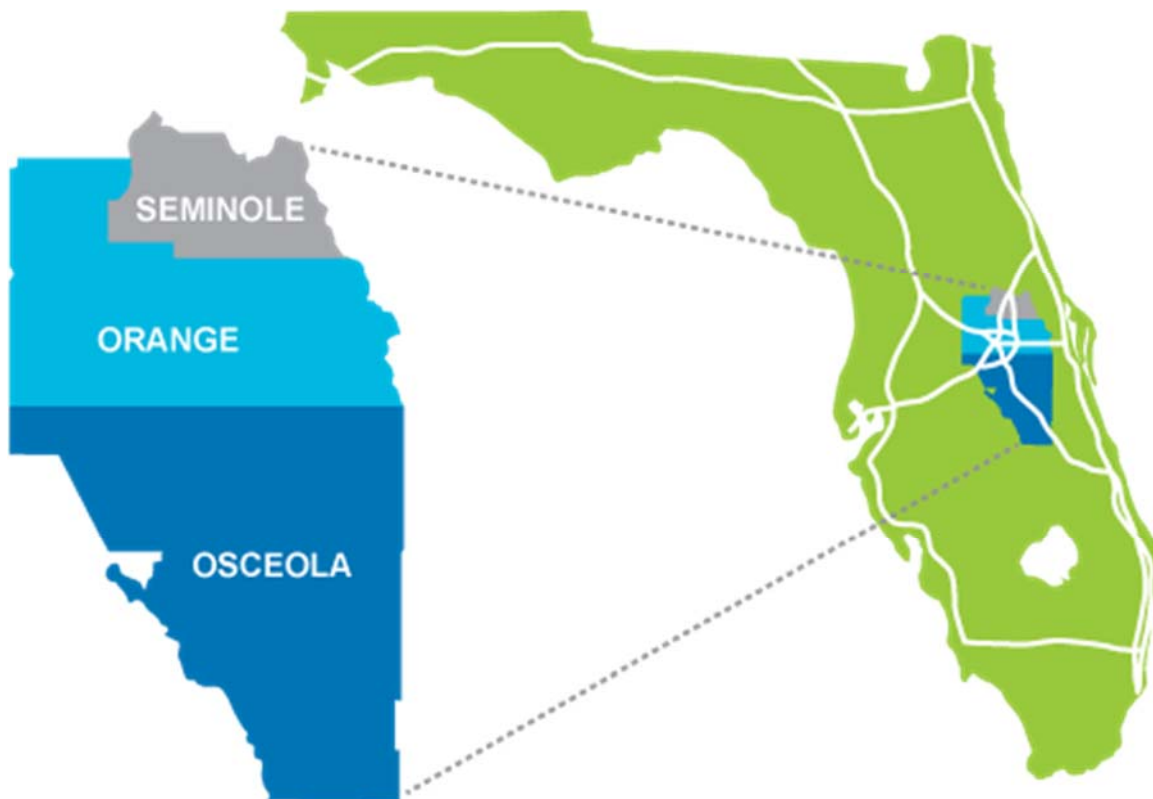
**A regional focus.** Although each MetroPlan Orlando Board member represents his or her own constituency, as a group they have developed the ability to focus regionally and into the future. MetroPlan Orlando is a prime contributor to building a strong regional image for the region.

**The chance to serve a diverse population.** MetroPlan Orlando is committed to proactively serving all users of the transportation system, including the disadvantaged. The organization serves all constituencies fairly and impartially.

**A prosperous region.** Central Florida's population has doubled in the past 25 years. By the year 2040, the region is expected to add one million people. In addition to residents, the Orlando area is one of the most visited destinations in the U.S., with 68 million visitors annually. This equates to about 500,000 guests using the transportation system on any given day. Having one of the fastest-growing and most dynamic areas in the nation comes with its transportation challenges.

**Financially healthy organization.** In addition to federal funds which support all metropolitan planning organizations (MPOs), MetroPlan Orlando receives approximately \$1M annually in unrestricted local funds.

**Leaders in transportation planning.** Under current leadership, MetroPlan Orlando has become the major force in regional transportation planning in Central Florida. The United States Department of Transportation's certifications of the organization are consistently outstanding.



# About MetroPlan Orlando

The transportation system affects the experiences of every resident, visitor, and business in Central Florida. Planning done years ago touches us today, and the planning done today shapes tomorrow.

MetroPlan Orlando leads transportation planning efforts in Orange, Osceola, and Seminole Counties. It works with elected officials, industry experts, and citizens to set transportation priorities and shape a future system that offers travel options. MetroPlan Orlando also determines how federal and state transportation dollars are spent in the region.

## MetroPlan Orlando Board

The MetroPlan Orlando Board is ultimately responsible for the transportation planning process in the three-county area. Board membership is apportioned by the Governor of Florida and interlocal agreements among the various governmental entities on the basis of equitable population ratio and federal and state laws.

Board membership includes elected officials from: Orange County (6); Osceola County (1); Seminole County (2); City of Orlando (2); (1) each for the Cities of Altamonte Springs, Apopka, Kissimmee, and Sanford. Additionally, representatives from the policy boards of these operating agencies serve on the board: Greater Orlando Aviation Authority (1); Central Florida Expressway Authority (1); Sanford Airport Authority (1); Central Florida Regional Transportation Authority (LYNX) (1); and the Municipal Advisory Committee (MAC) (1).

Representatives from the Florida Department of Transportation and Kissimmee Gateway Airport and the Chairpersons of the Technical Advisory Committee, the Transportation System Management & Operations Advisory Committee, and the Community Advisory Committee serve as non-voting board advisors.



## VISION

A regional transportation system that safely and efficiently moves people and goods through a variety of options that support the region's vitality.



## MISSION

To provide leadership in transportation planning by engaging the public and fostering effective partnerships.



# The Executive Director Position

The Executive Director of MetroPlan Orlando is responsible for executing the policies and direction established by the board in support of transportation needs of the Orlando and Kissimmee urbanized areas. The Executive Director oversees the operation of the organization and its staff and reports to the board.

## Essential Functions

- Providing leadership and working with the board to assure comprehensive, cooperative and continuing policies, plans and processes are developed and reflect the current and future transportation and growth management needs of Central Florida's three counties. (15% of time)
- Assuring that the responsibilities of the organization as defined by Federal regulations, Florida Statutes and rules adopted by the board are conducted appropriately and successfully. (15%)
- Ensuring that communications and coordination among all stakeholders take place in a timely and cooperative manner and providing a framework for building understanding and consensus. (15%)
- Facilitating the successful achievement of all the goals and objectives that are explicit or implied in the organization's understanding of the area's "comprehensive transportation system." (10%)
- Continually educating and informing the board of current issues and directions in transportation planning and funding, including providing relevant and timely reports. (10%)
- Acting as a primary advocate within the community, including the media, on the organization's priorities. (10%)
- Setting parameters, guidelines, scope, accountability and performance standards for all consultants, firms and agencies engaged by the organization. (5%)



- Overseeing and assuring the highest quality of all products. (5%)
- Providing leadership beyond the geographical borders of the organization to promote the development of an effective regional transportation system with neighboring metropolitan planning organizations serving the larger Central Florida market. (5%)
- Providing a safe, secure, discrimination- and harassment-free working environment for all staff members. (5%)
- Assuring that the MPO in all its dealings with other agencies, consultants and suppliers maintains the highest standards of fiscal control and integrity, consistent with all applicable federal and state requirements. (5%)

## Other Functions

- Managing the Deputy Executive Director, Director of Finance and Administration, and the Director of Regional Partnerships. Also, indirectly supervising all other staff members.
- Providing overall direction, coordination and evaluation of all departments.
- Carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include: interviewing, hiring, and training staff members; planning, assigning, and directing work; appraising performance; rewarding and

disciplining employees; succession planning; addressing complaints, and resolving problems.

- Developing and managing relationships with other transportation agencies and strategic business partners.
- Attending relevant meetings involving member organizations and business partners.
- Performing additional duties as assigned by the board.
- Continually projecting a professional image for the organization.

## Education, Experience, & Training

Bachelor's degree in transportation planning, urban or regional planning, engineering, public administration or business administration; master's degree preferred

Minimum of ten years' experience directing an organization or business unit with previous transportation planning experience

AICP certification preferred

Equivalent combination of education and experience

## Full Job Description Online

To view the job description in its entirety, please visit <http://metroplanorlando.org/about-us/job-opportunities/>

# The Ideal Candidate

This is how MetroPlan Orlando Board members have described their ideal candidate.

## Characteristics

- Embraces MetroPlan Orlando's regional mission and is fervently committed to multi-modal transportation excellence in the region.
- Masterful at keeping board members thoroughly and equally informed.
- Sees the need to provide board members with thoughtful, unbiased and clear counsel crafted to form the basis for collaboration, cooperation and, when appropriate, compromise.
- Skillful at "reading a room" and situations with the ability to reach win-win outcomes without pitting participants against each other.
- Anticipates and resolves problems before they become larger issues.
- Adept at managing expectations well; solution-oriented but will say "no" when appropriate.
- Politically aware and sensitive but apolitical and objective.
- Steadfast leader who makes things happen.
- Skilled at leading change among diverse groups.
- A skilled mediator and negotiator.
- Knows and understands the MPO process.

- Strives for continuous improvement; not overly wedded to status quo; seeks and is receptive to new ideas and new technologies.
- Supportive of employees.
- Is an effective conduit among elected officials, MetroPlan Orlando staff, and member organization staffs.
- Can manage a crisis effectively.

## Traits

- A skilled communicator verbally and in writing,
- Listens,
- Has finesse,
- Charismatic,
- Builds relationships and not merely contacts,
- Genuine, with personal integrity and the courage of his or her convictions,
- Collaborative by nature,
- Deep community awareness (full spectrum including the disabled),
- Personally goes into the community and encourages MetroPlan Orlando staff to do the same,
- Meets people on their own terms,
- Connectivity with wide-spectrum of people,
- Responsive; follows-up in a timely way,
- Technically knowledgeable,
- Forward thinking.





# How to Apply

Please email your resume and cover letter with current salary **by April 27, 2018** to:



Robert E. Slavin, President  
SLAVIN MANAGEMENT CONSULTANTS  
3040 Holcomb Bridge Road, Suite A-1  
Norcross, Georgia 30071  
Phone: (770) 449-4656  
Fax: (770) 416-0848  
E-mail: [slavin@bellsouth.net](mailto:slavin@bellsouth.net)  
Website: [www.slavinweb.com](http://www.slavinweb.com)

**Note: Under Florida Law, resumes are public documents and will be provided to the public upon request. Please call prior to submitting your resume if confidentiality is important to you.**

MetroPlan Orlando is an equal opportunity employer, a drug-free workplace, and a tobacco-free workplace. It is the policy of MetroPlan Orlando that all applicants selected for employment must sign an Affidavit for Non-Use of Tobacco Products in order to be hired by MetroPlan Orlando. The non-use of tobacco products must have been for a period of at least (6) months immediately preceding application for employment; and must be maintained and continued for the duration of employment with MetroPlan Orlando.

