



# MEETING AGENDA

Please be advised that the **VOLUSIA TRANSPORTATION PLANNING ORGANIZATION (VTPO) EXECUTIVE DIRECTOR SEARCH COMMITTEE** will be meeting on:

**DATE:** Monday, August 6, 2012  
**TIME:** 2:00 p.m.  
**PLACE:** Volusia TPO Executive Conference Room  
2570 W. International Speedway Blvd., Suite 100  
Daytona Beach, Florida 32114

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## AGENDA

- I. CALL TO ORDER
- II. BUSINESS
  - A. Discussion of Recruitment Led by Consultant *(enclosure, pages 2-3)*
  - B. Review Revised Position Advertisement *(enclosure, page 4)*
- III. INFORMATION ITEMS
  - . Professional Services Agreement *(provided under separate cover)*
  - . Position Description *(enclosure, pages 5-6)*
  - . Updated Schedule of Activities *(enclosure, pages 7-8)*
- IV. ADJOURNMENT

*NOTE: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the Volusia TPO office, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 21 at least five (5) working days prior to the meeting date.*

*NOTE: If any person decides to appeal a decision made by the committee with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made.*

Beverly Beach  
Daytona Beach  
Daytona Beach Shores  
DeBary

DeLand  
Deltona  
Edgewater  
Flagler Beach

Holly Hill  
Lake Helen  
New Smyrna Beach  
Oak Hill

Orange City  
Ormond Beach  
Pierson  
Ponce Inlet

Port Orange  
South Daytona  
Volusia County

## **Recruitment**

1. Discuss various aspects of employment including: contract, salary and benefits (health, life insurance, retirement, car allowance, expense reimbursement) and relocation allowance.
2. Require completion of a standard application for employment to be submitted with resumé for vetting purposes. Application form to be posted on the TPO website.
3. Advertising with state and national professional associations will require out of state finalist to be reimbursed for interview travel expenses - - receipts required (max. \$1,000).

## **Job Requirements**

1. Review minimum education, experience and computer work program proficiency.
2. Familiarity with Florida State Sunshine Laws.
3. Applicants must discuss transportation projects accomplished under their leadership in their application.
4. Finalist must pass a physical including a zero tolerance drug screening and there is a no-smoking policy.
5. The selected candidate will be required to reside within the boundaries of the TPO within six months of the hiring date.

## **Screening and Interview Activities**

1. Vetting process - - Top five finalists will undergo a thorough background check (the initial fifteen semi-finalists will receive a criminal check only). A thorough background check includes employment, references, education and credentials, etc. The job offer is subject to satisfactory results of all checks. Search committee chairman and consultant will choose police/sheriff to conduct criminal check.
2. Receipt of applications/resumés: Email addressed to Howard Tipton, Volusia TPO. Questions about recruitment process forwarded to consultant for follow-up; questions about TPO operations, finance and planning forwarded to interim executive director.
3. Screening subcommittee (composed of chairman, consultant and interim director) is recommended to screen all applicants down to ten – fifteen candidates - - search committee screens down to top five.

6. Notification: TPO will notify top five candidates of selection and process. All finalists must acknowledge their attendance at the interviews.
7. Recommended selection interview process:
  - A. Finalists will arrive the night before the interviews if out of state.
  - B. The search committee will conduct a one-day interview process. Each interview will last 30 – 45 minutes in the morning. The committee will adjourn at 11:45am to an informal lunch with the top three finalists who will rotate tables at lunch every twenty minutes. Candidates then leave.
  - C. The search committee will reconvene at 1:30 p.m. to determine their top choice. Final selection and start date will depend on action of TPO board and contract negotiations.

## POSITION ADVERTISEMENT

### **VOLUSIA TRANSPORTATION PLANNING ORGANIZATION (TPO) EXECUTIVE DIRECTOR**

**Salary:** \$75,500 - \$110,000 DOQ, plus benefits

**Closing Date:** ~~Open until filled~~ Friday, September 21, 2012 by 5:00 p.m. EST

**Initial Review:** ~~Friday, August 17, 2012 by 5:00 p.m. EST~~

The Volusia Transportation Planning Organization (TPO) is seeking an experienced transportation professional to serve as the Executive Director of the organization. The successful candidate will lead a staff of employees providing transportation planning activities along the eastern coast of Florida.

The Executive Director reports directly to the 19-member TPO Board and is responsible for providing assistance and professional recommendations on fiscal matters including the preparation of the annual budget, policy considerations, strategic planning, local and regional transportation initiatives and legislative issues and activities. This position represents the agency at meetings, conventions and other forums to promote and explain agency mission and objectives. Applicants must be adept at building strong professional relationships and consensus among divergent opinions.

Minimum qualifications include a Bachelor's degree in Planning, Business Administration, Public Administration, Finance or a related field with a Master's degree preferred and at least five years of experience working in, or with, a MPO/TPO or transportation related organization. Candidates must also have at least five years of experience serving in a managerial capacity. An equivalent combination of education and/or experience may be substituted for the minimum qualifications.

Interested candidates can learn more about the organization and view additional information regarding this position at [www.volusiatpo.org](http://www.volusiatpo.org).

Resumes may be submitted by e-mail to: ~~TDB~~ [HTipton@volusiatpo.org](mailto:HTipton@volusiatpo.org)

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## VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

### JOB DESCRIPTION: EXECUTIVE DIRECTOR

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**REPORTS TO:** TPO Board

**EXEMPT STATUS:** Exempt

#### **POSITION GENERAL SUMMARY:**

The Executive Director provides leadership, management, oversight and direction for all operational functions of the Volusia TPO. This position reports directly to the TPO Board and is responsible for providing assistance and professional recommendations on fiscal matters including the preparation of the annual budget, policy considerations, strategic planning, local and regional transportation initiatives and legislative issues and activities. The Executive Director represents the agency at meetings, conventions, and other forums to promote and explain agency mission and objectives. This position is responsible for ensuring that the Volusia TPO maintains federal certification and provides leadership and consultation to government agencies, the business community, private organizations, the press and public to explain and resolve complex issues and to coordinate activities related to the transportation system.

#### **ESSENTIAL POSITION FUNCTIONS:**

- Provides direction to ensure the accurate and timely completion and submission of essential planning documents including the TIP, UPWP and LRTP in accordance with required deadlines;
- Directs and oversees the development, communication and advancement of program activities through interaction with advisory committees, community organizations, planning professionals, elected officials and the public;
- Provides direction and support for agenda development, determination of required materials and meeting participation for the TPO Board, Executive Committee and other subcommittees and working groups as needed;
- Directs, reviews and develops project scopes of service and requests for proposals and makes work assignments to ensure effective, professional project management for planning studies, data collection efforts and other key activities of the TPO;
- Reviews and interprets official directives, legislation, rules and correspondence to determine possible changes in agency programs, policies, and procedures;
- Prepares or directs preparation and release of reports, studies and other publications relating to program trends and accomplishments;
- Provides leadership, counseling and direction to staff and conducts performance evaluations.
- Reviews and evaluates the work effort of agency staff in coordination with the Senior Transportation Planner through conversations, meetings, and reports;
- Oversees the financial activities of the organization with direct support and input from the CFO including, but not limited to, the completion of an annual budget, grant submittal and reporting and the execution of contracts and agreements;
- Identifies, investigates and provides recommendations for traditional and non-traditional funding opportunities that support TPO activities and transportation system improvements throughout the planning area;
- Participates in program related training, conferences and special events;
- Supports and promotes TPO activities by responding to public inquiries, attending community functions and representing the organization at various functions including, but not limited to, the MPOAC, the Central Florida MPO Alliance and the Commuter Rail TAC;
- Establishes and maintains effective working relationships with staff, contractors, and board and committee members, in a manner conducive to full performance and positive morale;
- Establishes and maintains positive working relationships with local governments, FDOT, community agencies, industry groups and customers in a manner that promotes inclusion and communication; and
- Provides other organizational support as required.

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

**MINIMUM REQUIREMENTS:**

***Education and Experience:***

- Bachelor's degree in Planning, Business Administration, Public Administration, Finance or related field. Master's degree is preferred.
- At least five years of experience in working in, or with, a MPO/TPO.
- At least five years of experience serving in a managerial capacity.

*An equivalent combination of education and/or experience may be substituted for the minimum qualifications.*

***Knowledge, abilities and skills:***

- Working knowledge of computer applications including Microsoft Word, Excel, Outlook, PowerPoint, Access, and Publisher;
- Functional understanding of traffic modeling programs such as FSUTMS/Cube Voyager and other applications used by the organization such as ArcGIS, Crystal Reports, and ADOBE Acrobat;
- Knowledge of FDOT, FHWA, and FTA standards, policies and requirements for agency planning documents;
- Knowledge of Florida's Growth Management legislation and federal and state transportation legislation;
- Knowledge of transportation and land-use issues;
- Experienced in establishing and maintaining effective working relationships among staff, contractors, committees and customers in a manner conducive to full performance and positive morale;
- Experienced in providing effective guidance and oversight to personnel, conflict resolution and organizational leadership to create a cohesive working environment;
- Ability to communicate effectively both orally and in writing;
- Ability to gather, study, and analyze data and other relevant transportation related information;
- Ability to understand, interpret, and apply procedures, principles and laws;
- Ability to direct and work through subordinates to establish policies, set priorities and render decisions in administering or managing all or part of the activities of the agency;
- Ability to speak to large groups of people and to write clearly and authoritatively;
- Ability to make judgments based on experience as well as verifiable facts and figures;
- Ability to develop long range or future projects; and
- Ability to establish and maintain effective working relationships with individuals and/or groups of people with diverse interests.

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Works in an office environment.
- Light physical activities and efforts required working in an office environment.
- Moderate physical activity, supporting community events, sometimes in outdoor environments and requiring prolonged standing.
- Must have a valid Florida driver's license (or obtain one within the time frame established under Florida Law).

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

Employee: \_\_\_\_\_

VTPO Chair: \_\_\_\_\_

## Executive Director Search – Activities (updated 8-1-12)

Primary Activity	Questions / Matters to Address	Additional Details	Status
Establish Search Committee	Who comprises the Search Committee?	Previous search included Executive Committee and TCC Chair. Board agreed search committee includes the Executive Committee.	Completed May 22, 2012
Establish / Outline a Process	Develop project budget.		Completed June 26, 2012
	Should we include advisors? If so, for what activities?	Palm Coast, Deltona & Volusia County expressed interest. Committee also discussed Peer TPO Director, FDOT, Standing Committee Chairs	TBD
	Review materials	<ul style="list-style-type: none"> <li>• Job advertisement</li> <li>• Project schedule</li> <li>• Salary range</li> <li>• Position Description</li> </ul>	<ul style="list-style-type: none"> <li>• Under review</li> <li>• Ongoing</li> <li>• Completed (7-9-12)</li> <li>• Completed (7-31-12)</li> </ul>
Determine need for professional assistance	What activities can be accomplished by staff and what is better handled by a specialist?	<ul style="list-style-type: none"> <li>• Screening Applications</li> <li>• Prescreening candidates</li> <li>• Developing questions and overseeing interviews</li> <li>• Background checks</li> <li>• Employment verification and recommendations</li> <li>• Employment Contract</li> </ul>	Completed 7-17-12
Advertising the position	Which publications/sites are suitable for advertising?	<ul style="list-style-type: none"> <li>• <b>AMPO</b> – 1<sup>st</sup> Month Free, \$20/mo.</li> <li>• <b>NARC</b> – No cost</li> <li>• <b>APA</b> – 4 weeks \$250 (2 weeks \$150)</li> <li>• <b>Local Newspapers</b></li> <li>• Establish a deadline for responses</li> <li>• Open until filled or deadline for</li> </ul>	
	What info should be posted on our website?	Position Profile	TBD
Interviews	Format?	Questions, exercises, personality assessment	TBD
	Involvement?	Advisors	TBD
Contract Negotiation	Who takes the lead for this?	Contract review	TBD

## Tentative Schedule

*(Proposed 8-1-12)*

<b>Initial Meeting with Consultant</b>	<b>Monday, August 6<sup>th</sup></b>	(regularly scheduled meeting date)
<b>Post Job Ads</b>	<b>Tuesday, August 7<sup>th</sup></b>	
<b>Update to TPO Board</b>	<b>Tuesday, August 28<sup>th</sup></b>	
<b>Deadline for Resumes</b>	<b>Friday, September 21<sup>st</sup></b>	(6 weeks)
<b>Review for Qualifications</b>	<b>September 24<sup>th</sup> – 28<sup>th</sup></b>	(ID top 10-15 candidates) (criminal background check only)
<b>Search Committee Meeting</b>	<b>Monday, October 1<sup>st</sup></b>	(regularly scheduled meeting date) (narrow to final 3-5 candidates)
<b>Pre-screen Final Candidates</b>	<b>October 2<sup>nd</sup> - 10<sup>th</sup></b>	(additional background screening) (thorough background check, references)
<b>Interviews</b>	<b>October 15<sup>th</sup> – 19<sup>st</sup></b>	
<b>Recommend to TPO Board</b>	<b>Tuesday October 23<sup>rd</sup></b>	
<b>Execute Employment Contract</b>	<b>Early November</b>	