



# MEETING AGENDA

Please be advised that the River to Sea Transportation Planning Organization (R2CTPO) **EXECUTIVE DIRECTOR SEARCH COMMITTEE** will be meeting on:

**DATE:** Wednesday, November 17, 2021  
**TIME:** 9:30 a.m.  
**PLACE:** River to Sea TPO Conference Room  
2570 W. International Speedway Blvd.,  
Suite 100 Daytona Beach, Florida 32114

**NOTE:**  
Microsoft Teams meeting has been established for remote participation.

Masks are requested to be worn by those physically present according to CDC guidelines

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## Executive Director Search Committee Meeting November 17, 2021 9:30 a.m. EDT

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 561-484-5911 639733982# United States, West Palm Beach

Phone Conference ID: 639 733 982#

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Volusia County Council Vice Chair Billie Wheeler, Chairperson Presiding

### AGENDA

- I. CALL TO ORDER/ROLL CALL/DETERMINATION OF A QUORUM
- II. PUBLIC COMMENT/PARTICIPATION
- III. BUSINESS ITEMS
  - A. Review and Approval of Draft October 1, 2021 Executive Director Search Committee (EDSC) Minutes (*Enclosure, pages 3-5*)
  - B. Review and Approval of Draft Position Profile Brochure from Strategic Government Resources (SGR) for Advertisement (*Enclosure, pages 6-17*)

**C. Review and Approval of Recommended Advertisement Language and Placement** *(Enclosure, pages 18-19)*

**D. Review and Approval of Executive Director Search Schedule** *(under separate cover)*

**III. STAFF COMMENTS**

**IV. EXECUTIVE DIRECTOR SEARCH COMMITTEE MEMBER COMMENTS**

**VI. ADJOURNMENT**

**Executive Director Search Committee Members:**

Volusia County Council Vice Chair Billie Wheeler  
New Smyrna Beach Commissioner Jason McGuirk  
Volusia County Council Member Barbara Girtman  
DeLand Commissioner Chris Cloudman  
Edgewater Councilwoman Christine Power  
Deltona Commissioner Victor Ramos  
Ormond Beach Mayor Bill Partington

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Note: If any person decides to appeal a decision made by this board 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.

Note: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the River to Sea TPO office, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

The River to Sea TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at [www.r2ctpo.org](http://www.r2ctpo.org) or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or [pblankenship@r2ctpo.org](mailto:pblankenship@r2ctpo.org). Persons who require translation services, which are provided at no cost, should contact the River to Sea TPO at (386) 226-0422 or by email at [PBlankenship@r2ctpo.org](mailto:PBlankenship@r2ctpo.org) at least five (5) business days prior to the event

**Executive Director Search Committee  
Meeting Minutes  
October 1, 2021**

**Members Physically Present:**

Commissioner Chris Cloudman  
Commissioner Victor Ramos  
Councilwoman Christine Power  
County Council Vice Chair Billie Wheeler, Chairperson  
Council Member Barbara Girtman

**Representing:**

DeLand  
Deltona  
Edgewater  
Volusia County  
Volusia County

**Members Virtually Present:**

Mayor Bill Partington

**Representing:**

Ormond Beach

**Members Absent:**

Commissioner Jason McGuirk (excused)

**Representing:**

New Smyrna Beach

**Others Present:**

Debbie Stewart, Recording Secretary  
Colleen Nicoulin  
Anna Taylor  
Doug Thomas  
Big John

**Representing:**

TPO Staff  
TPO Staff  
FDOT  
Strategic Government Resources (SGR)  
Press

**Others Virtually Present:**

Pam Blankenship

**Representing:**

TPO Staff

**I. Call to Order / Roll Call / Determination of Quorum / Pledge of Allegiance**

The meeting of the River to Sea Transportation Planning Organization (TPO) Executive Director Search Committee was called to order at 9:00 a.m. by Chairperson Billie Wheeler. The roll was called and it was determined that a quorum was physically present. Due to the COVID-19 virus, the meeting was held in a hybrid format with five voting members physically present and one voting member virtually present.

**MOTION:** *A motion was made by Commissioner Ramos to allow TPO Board members attending remotely due to COVID-19 precautions to participate and vote. The motion was seconded by Councilwoman Power and carried unanimously.*

**II. Public Comment/Participation**

Mr. Big John, press, provided comments regarding the need for a road program and encouraged members to think about how to fund new roads for the future and to consider a one cent sales tax option for the 2022 ballot.

**III. Business Items**

**A. Review and Approval of August 4, 2021 Executive Director Search Committee Meeting Minutes**

**MOTION:** *A motion was made by Commissioner Cloudman to approve the August 4, 2021 Executive Director Search Committee meeting minutes. The motion was seconded by Councilwoman Power and carried unanimously.*

**B. Review and Approval of September 1, 2021 Executive Director Search Committee Meeting Minutes**

**MOTION:** *A motion was made by Commissioner Ramos to approve the September 1, 2021 Executive Director Search Committee meeting minutes. The motion was seconded by Councilwoman Power and carried unanimously.*

**C. Discussion with Strategic Government Resources (SGR) Regarding Executive Director Profile**

Chairperson Wheeler introduced Mr. Doug Thomas, Strategic Government Resources (SGR), to give the presentation and lead the discussion on the Executive Director Profile.

Mr. Thomas gave a PowerPoint presentation and an overview of his background. He explained SGR's recruitment process, the keys to a successful search, the position profile brochure, and the importance of social media marketing for the position. He reviewed SGR's recruitment methodology and a typical search timeline. He explained that SGR does a deep vetting of candidates including a criminal background, credit check, and social media posts so that when a candidate comes in for a face-to-face interview, the EDSC will know as much as possible about the candidate. The semi-final candidates will be asked to provide responses to a video of recorded questions. SGR also asks for a variety of references from previous and current positions; it is an automated system so those responding can remain anonymous which tends to provide a more candid response.

Chairperson Wheeler thanked him for giving the history of SGR and noted she is encouraged and confident that the EDSC has chosen the right recruitment firm. She asked what was included in the fee for SGR and what would be an additional cost.

Mr. Thomas replied the proposal amount was \$24,900 and that includes everything he discussed; costs above that will be for ad placement and any candidate travel that may be required.

Members discussed the attributes and skills they would like to see in candidates including effective communication skills, the ability to be flexible and think outside the box. A suggestion was made that Mr. Thomas reach out to Team Volusia for information regarding the area and what Volusia County has to offer. The candidate will also need to be able to work with FDOT and the community and be willing to listen to suggestions. Also, the candidate will need to be able to work with current TPO staff and build on them.

Members continued to discuss attributes and skills they want to see in candidates for the Executive Director position including that the candidate should be innovative, collaborative, respectful and inclusive of all board members and the community. The candidate will also need to be able to handle discord not only with the board members but in the community as well. The EDSC also would like to know how a candidate has handled conflict, problems and how they would resolve issues. It was suggested that FDOT be somewhat involved in the process because they are a major partner with the TPO; Mr. Thomas agreed and will be in contact with Ms. Anna Taylor, FDOT for input and possibly the FDOT District 5 Secretary, Mr. Jared Perdue. He also suggested having another advisory committee involved in the search process to include other stakeholders.

Ms. Taylor noted that FDOT acted in an advisory role in the search for an Executive Director for both the Ocala/Marion TPO and MetroPlan Orlando; they reviewed the applications of the final candidates and provided feedback.

Mr. Thomas asked EDSC members what the top three issues the next Executive Director will face.

Members agreed that funding and financial constraints are an issue as well as being able to cut through red tape; discernment is needed and being able to listen and communicate well with the board, staff and the community. The candidate should also be politically savvy as they will be dealing with multiple people from various communities and partners such as FDOT.

Mayor Partington stated he would like Mr. Thomas to provide his contact information so that he can speak with his City Manager, the Volusia County Manager as well as other community leaders to provide background information. He feels one of the biggest challenges an incoming Executive Director will have is educating people on what the TPO does and how to work through the system so that they are fair to everyone.

Mr. Thomas replied he will provide that information to Ms. Nicoulin to distribute.

Members continued the discussion on Executive Director attributes they would like to see and what challenges an incoming Executive Director may face.

Mr. Thomas asked if a salary range has been determined.

Ms. Nicoulin replied yes; \$120,000 to \$160,000 annually.

**D. Discussion of Next Steps**

Next steps were not discussed.

**IV. Staff Comments**

There were no staff comments.

**V. Executive Director Search Committee Member Comments**

There were no member comments.

**VI. Adjournment**

The EDSC meeting adjourned at 11:28 a.m.

**River to Sea Transportation Planning Organization**

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**VOLUSIA COUNTY COUNCIL VICE CHAIRPERSON BILLIE WHEELER  
CHAIRPERSON, RIVER TO SEA TPO**

**CERTIFICATE:**

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certifies that the foregoing is a true and correct copy of the minutes of the October 1, 2021 regular meeting of the Executive Director Search Committee (EDSC), approved and duly signed this 3<sup>rd</sup> day of November 2021.

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**Debbie Stewart, Recording Secretary  
River to Sea Transportation Planning Organization**



# EXECUTIVE DIRECTOR

River to Sea Transportation Planning Organization (R2CTPO)

Daytona Beach, FL



EXECUTIVE  
RECRUITMENT  
PROVIDED BY





# THE COMMUNITY



The River to Sea Transportation Planning Organization (TPO), located in Daytona Beach, Florida, serves a Metropolitan Planning Area for more than 500,000 people encompassing all of Volusia County, including the cities of Daytona Beach, Daytona Beach Shores, DeBary, DeLand, Deltona, Edgewater, Holly Hill, Lake Helen, New Smyrna Beach, Orange City, Ormond Beach, Pierson, Port Orange, South Daytona, and the developed areas of eastern Flagler County, including Beverly Beach and Flagler Beach, as well as portions of the cities of Palm Coast and Bunnell. The area is about an hour's drive north of Disney World and the Kennedy Space Center, and within a few hours' drive of other major Florida communities, including Tampa, Miami, and Jacksonville.

The east coast of Central Florida with over 50 miles of Atlantic Ocean beaches is well-known as a world-class playground, with beachfront cities including Daytona Beach, Ormond Beach, and New Smyrna Beach. Not surprisingly, water sports are plentiful, but the oceanfront communities are also famous for land sports. Early automotive pioneers such as Louis Chevrolet and Henry Ford enjoyed their leisure time in the sun and found that the hard-packed sand, gentle slope, and wide expanse of our shoreline was the perfect proving ground for early auto racing. Ormond Beach is known as the "Birthplace of Speed." The racing tradition continues today at Daytona International Speedway, one of the world's finest racing facilities and the home of the world-famous Daytona 500, drawing crowds larger than the Super Bowl.

## VISION – PLAN – IMPLEMENT



### RECENT AWARDS AND RECOGNITIONS:

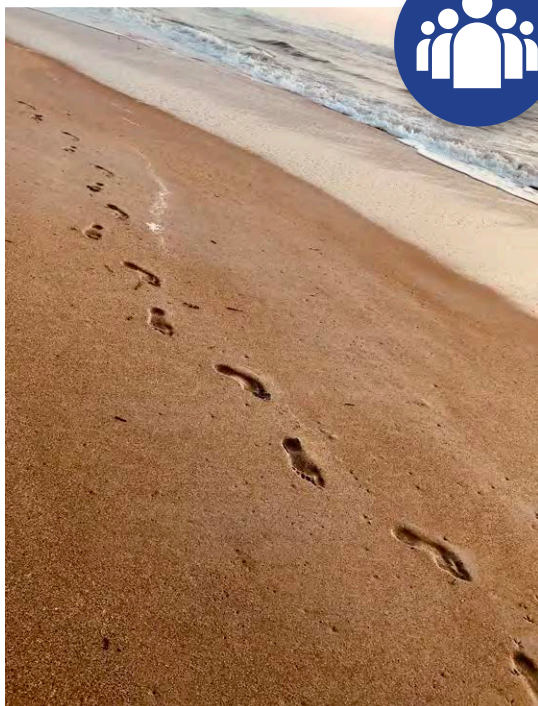
- 2020 - Love to Ride Florida Challenge Overall #1 Winner
- 2020 - Florida Planning & Zoning Association (FPZA) Outstanding Planning Study for Connected & Automated Vehicle (CAV) Readiness Study
- 2017 - Florida Commission for the Transportation Disadvantaged (CTD) Designated Planning Agency of the Year

# THE COMMUNITY continued

The scenic St. Johns River, famed for its bass fishing, links magnificent parks with wildlife preserves along Volusia county's western border. True southern charm and history can be found in DeLand, Volusia's county seat. This unique city features an award-winning historic downtown filled with antique shops and quaint restaurants, surrounded by stately homes and buildings.

The area has several historical attractions of interest including hunting lodge DeBary Hall, built in 1871, by prominent New York champagne importer Frederick DeBary, and is listed on the National Register of Historic Places. Other landmarks include the DeLand Naval Air Station which commemorates the activities and history of NAS DeLand between 1942 and 1946, and the Mary McLeod Bethune Home, the former home of the founder of Bethune-Cookman, which was awarded a National Historic Landmark by the National Park Service in 1975. Another major attraction is the Jackie Robinson Ballpark, featuring a museum, a minor league baseball team, and tons of history. It was the first place in Florida to allow Jackie Robinson to play in a game during 1946 Spring Training, a year before Jackie broke the color barrier in Major League baseball. The stadium changed its name to honor the event in 1989 and is currently the home of the Daytona Tortugas.

An abundance of dining and shopping opportunities exist from poolside tiki bars to gourmet waterfront restaurants. Shopping venues are plentiful and include downtown and seaside boutiques, the Volusia Mall, The Pavilion at Port Orange, Tanger Outlets, Ocean Walk Shoppes, and the all-new OneDaytona complex. An active nightlife scene offers numerous wine and piano bars, craft breweries, and jazz and blues clubs featuring live entertainment.



## NOTABLE EMPLOYERS:

- NASCAR
- Brown & Brown
- International Speedway Corporation
- Consolidated-Tomoka Land Co.
- TopBuild Corp.
- Sparton (The largest producer of sonobuoys in the world)
- Teledyne Oil and Gas, (world leader in subsea electrical and fiber optic interconnect systems for offshore oil and gas, defense, oceanographic, and telecommunication applications)
- Tropic Sun Care
- Boston Whaler, Edgewater Power Boats & Everglades Boats
- Raydon (World leader of simulation training products and solutions)
- Medtronic (Global healthcare products company)
- Frontier Communications' Florida Contact Center





## COMMERCIAL AIRPORTS:

- Daytona Beach International Airport (DAB)
- Orlando International Airport (MCO)
- Orlando Sanford International Airport

## PRE-K-12 EDUCATION:

Volusia County Schools is the 14th largest school district in Florida, serving Volusia County's 16 cities, with more than 60,000 students. The district has 45 elementary schools, 14 middle schools, 10 high schools, several alternative schools, charter schools, and Volusia On-Line Learning virtual education program. The district offers dozens of academies in its high schools. Two high schools offer the International Baccalaureate program of study. Additional religious-affiliated private schools are available in the area.



## HIGHER EDUCATIONAL INSTITUTIONS:

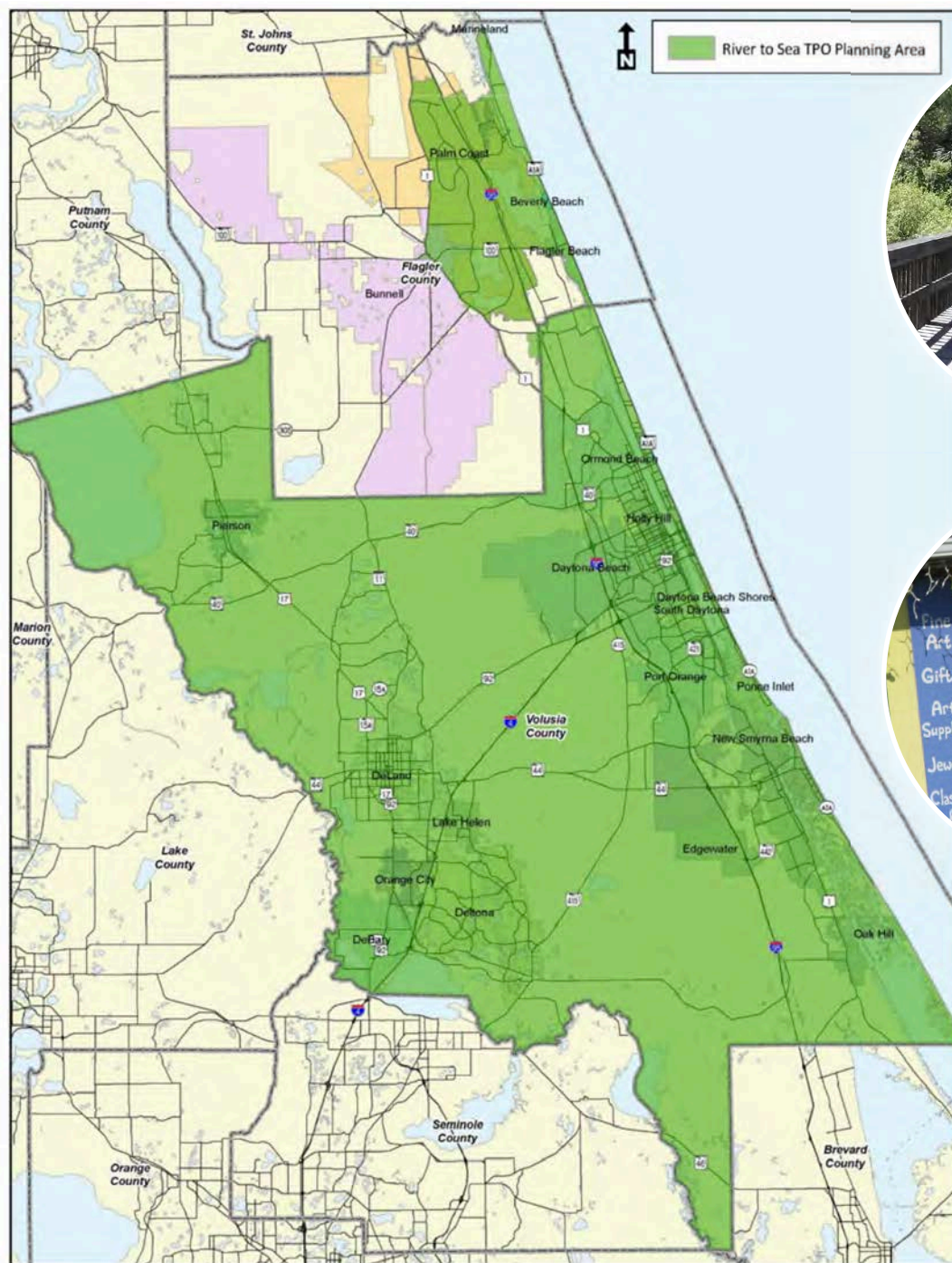
- Embry-Riddle Aeronautical University
- Stetson University
- Bethune-Cookman University
- Daytona State College
- University of Central Florida
- Palmer College of Chiropractic
- Keiser University
- Nova Southeastern University

## HEALTHCARE:

- Halifax Health
- Advent Health
- Florida Health Care Plans

# ABOUT THE ORGANIZATION

The River to Sea Transportation Planning Organization (TPO) is the designated entity responsible for carrying out the urban transportation planning and programming process for the designated Metropolitan Planning Area (MPA) pursuant to the requirements of the Federal Highway Act of 1962, as amended, and subsequent laws and in accordance with the provisions of 23 U.S.C. Section 134 and designated by the Governor of Florida, under Section 339.175 of the Florida Statutes, to develop transportation plans and programs for the designated MPA.





# ABOUT THE ORGANIZATION continued



The River to Sea TPO Board is comprised of elected officials from the member local governments served by the organization. Various agencies including major transportation service providers, airports, mass transit, and the Florida Department of Transportation (FDOT) are key stakeholders who also provide input in the TPO's planning efforts. There are 19 voting Members on the TPO Board, consisting of five Board Members from Volusia County, one Board member from Flagler County, the 12 largest cities within the Planning Area each have one Board Member, with the remaining eight small cities included in the planning area grouped together and provided with one rotating voting Board Member. Additionally, there are five non-voting members and the Florida Department of Transportation District 5 Liaison who serves as a non-voting advisor.

The TPO Board is responsible for the development of goals and objectives and approves the strategic direction for the transportation planning process as well as the review and adoption of changes in transportation planning concepts. Other specific responsibilities include:

- Review and approval of the Unified Planning Work Program (UPWP)
- Review and adoption of the Transportation Improvement Program (TIP) including project priorities
- Review and adoption of the Long-Range Transportation Plan (LRTP) and its revisions
- Ensuring the efficient and effective use of the Federal Highway Administration (FHWA) Section 112 and the Federal Transit Administration (FTA) Section 5305 planning funds
- Liaison representative between various governmental units in the study area to obtain optimum cooperation of all governmental units in implementing various elements of the plan
- Ensuring citizen participation in the transportation planning process through a proactive policy that includes approval of a public participation plan
- The appointment and review of the TPO Executive Director
- Review and approval of the annual TPO operating budget and any organizational personnel policies and procedures for TPO staff



The TPO serves as the primary forum in which member local governments and citizens voice concerns, identify priorities, and plan for transportation improvements for all modes of transportation, including roadway, public transit, and bicycle and pedestrian facilities. Seaports and airports are also considered in the TPO activities, with detailed planning for these modes typically handled by their respective authorities. The TPO provides a format for cooperative decision-making by officials of affected local governmental entities with input from citizens and stakeholder groups. These plans serve as the framework for making transportation investment decisions in Volusia and Flagler Counties. Public participation is a key component of transportation planning and one of the core functions of the River to Sea TPO.



# ABOUT THE ORGANIZATION continued

The Board has established an Executive Committee and four Standing Policy Committees which focus and provide input to the Board on their respective policy and program areas.:

- **Executive Committee:** Consists of the Chairperson, immediate Past Chairperson, 1st Vice-Chairperson/Treasurer, 2nd Vice Chairperson/Secretary, and three TPO Board members appointed by the TPO Chairperson to serve a one-year term which is empowered to meet separately to establish the TPO Board agenda.
- **Technical Coordinating Committee (TCC):** Each unit of local government appoints a person from their respective organization to assist in the decision-making process. Members are appointed based on the experience and technical ability needed to carry out the transportation planning activities of the TPO. TCC members work with TPO staff to develop and review plans and documents and act in an advisory capacity, making recommendations to the TPO Board.
- **Citizens Advisory Committee (CAC):** A citizen representative is appointed by each TPO Board Member from their respective jurisdiction to assist in the decision-making process. Members are not required to have a background in transportation but rather are appointed to represent the general citizenry and provide input to the transportation planning activities of the TPO. CAC members work with TPO staff to develop and review plans and documents and act in an advisory capacity, making recommendations to the TPO Board.



- **Bicycle and Pedestrian Advisory Committee (BPAC):** Members of the BPAC are appointed by each Board Member from their respective jurisdiction to assist in the decision-making process for matters of bicycle and pedestrian planning and safety. Members are not required to have a background in transportation, but rather are appointed to represent the general citizenry and provide input to the transportation planning activities of the TPO. BPAC members work with TPO staff to develop and review plans and documents and act in an advisory capacity, making recommendations to the TPO Board.
- **Transportation Disadvantaged Local Coordinating Board (TDLCB):** The voting membership of the TDLCB is established by Florida Statute to ensure representation of agencies serving transportation-disadvantaged populations. Appointments are approved by the TPO Board. The TDLCB identifies local service needs and provides information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation-disadvantaged.

# ABOUT THE POSITION

The Executive Director reports directly to the TPO Governing Board, and between meetings, to the TPO Executive Committee and/or Chair, providing leadership, oversight, and direction for all operational functions of the River to Sea TPO. The Director is responsible for the coordination and collaboration with partner agencies, including:

- Florida Department of Transportation (FDOT)
- Florida Metropolitan Planning Organization Advisory Council (MPOAC)
- Central Florida MPO Alliance
- East Central Florida Regional Planning Council
- Federal Highway Administration
- Federal Transit Administration
- Local agencies such as Volusia County, Flagler County, the Volusia County School Board, the Flagler County School Board, and the municipalities located within the jurisdiction of the TPO in Volusia and Flagler Counties



The Executive Director is also responsible for providing assistance and professional recommendations on fiscal matters including the preparation of the TPO's annual budget, policy considerations, strategic planning, local and regional transportation initiatives, and legislative issues and activities. Other responsibilities include the direction and support for agenda development and preparation of associated materials, and meeting participation with the TPO Governing Board, Executive Committee, TCC, CAC, BPAC, and TDLCB meetings and other subcommittees and working groups as needed.



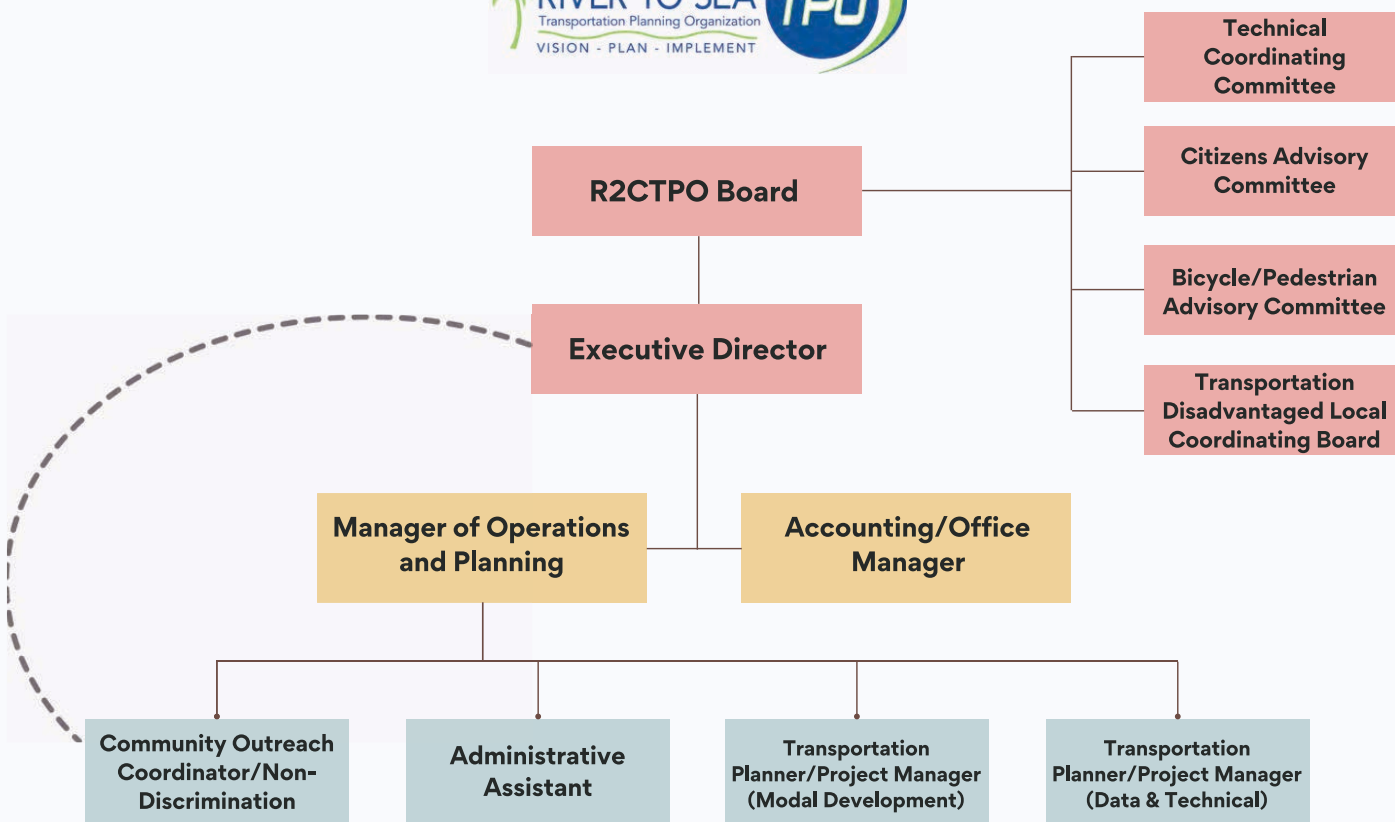
# ABOUT THE POSITION continued



This position ensures that the TPO maintains federal certification and provides leadership and consultation to government agencies, the business community, private organizations, the media, and the public to explain and resolve complex issues and coordinate activities related to the transportation system. Serving as the face of the organization, the Director assists in creating and directing policy decisions that affect transportation in East Central Florida. The Executive Director also supervises and provides overall direction to all TPO employees. The River to Sea TPO is supported with an annual budget of approximately \$1.8 million, with revenues derived from federal, state, and local funds.

The Executive Director is responsible for the hiring and oversight of all TPO employees, which include:

- Manager of Operations & Planning
- Accounting/Office Manager
- Transportation Planner/Project Manager (Modal Development)
- Transportation Planner/Project Manager (Data & Technical)
- Community Outreach Coordinator/Title VI Coordinator
- Administrative Assistant



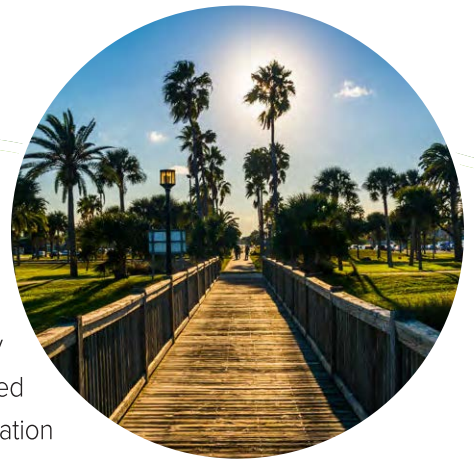


# OPPORTUNITIES & CHALLENGES



- **Financial Management & Maximizing Project Grant Opportunities:** The Executive Director should have experience in the development and management of the organization's annual budget, which involves various state and local funding and associated operating and project grants. Accordingly, grant administration and compliance experience will be critical for the incoming Director. Additionally, the Director will be asked to help communities identify potential grant funding in support of TPO and member community projects and priorities.
- **Intergovernmental Relations:** The core of the TPO's mission involves developing and maintaining strong relationships with the various local governments and their representatives within the Metropolitan Planning Area, as well as the Florida Department of Transportation, area stakeholders, the public, and the media. The successor Executive Director should have a demonstrated track record of outstanding intergovernmental relation skills and the ability to effectively assist the diverse TPO Board of Directors in carrying out the planning and coordination of various transportation studies, work plans, projects, and priorities across Volusia and portions of Flagler Counties.
- **Legislative Monitoring & Bill Tracking:** The Executive Director will be called upon to assist member communities in tracking transportation-related legislation and project funding bills in support of key initiatives in the TPO's Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), Long Range Transportation Plan (LRTP), and other projects.
- **Growth Management:** The TPO's Metropolitan Planning Area is experiencing tremendous growth, calling for creative approaches for both aging transportation infrastructure as well as multi-modal growth management strategies to ensure that transportation systems continue to meet both current and future needs as desired by member communities and their respective constituents.

# IDEAL CANDIDATE



The River to Sea Transportation Planning Organization seeks an experienced Executive Director who is passionate about progressive planning principles and has the keen ability to develop long-range plans and future projects. Ideal candidates will have demonstrated knowledge of Florida's Growth Management legislation; federal and state transportation legislation, and FDOT, FHWA, and FTA standards, policies, and requirements. The incoming Executive Director should be well-versed in transportation and land use issues and be able to gather, study, and analyze data and other relevant transportation-related information. The successful candidate will have a functional understanding of traffic modeling programs such as FSUTMS/Cube Voyager and other applications used by the TPO, FDOT, FHWA, or FTA, including ArcGIS, Crystal Reports, and ADOBE Acrobat.

The Board desires an Executive Director who is approachable, has an outgoing personality, and is politically savvy. The ability to establish and maintain effective working relationships with the Board of Directors, local government planning and administrative officials, outside agencies, stakeholders, contractors, committees, and individuals and groups with diverse backgrounds and interests is essential. The incoming Executive Director should be highly skilled in initiating, managing, and prioritizing multiple and complex tasks and projects under time and budget constraints. The person most suited for this position can work under pressure and in stressful situations with a high level of accuracy and be able to diplomatically mediate, moderate, and resolve conflicts. As a subject matter expert on transportation-related matters, the new Executive Director will be able to deftly communicate and present technical information effectively, visually, orally, and in writing to a wide variety of audiences and be comfortable serving as a spokesperson in public forums and with the media.

The chosen candidate will serve as a mentor to employees and be experienced in providing effective guidance and oversight to personnel and organizational leadership to create a cohesive working environment. The successor Executive Director will have the ability to direct and work through subordinates to establish policies, set priorities, resolve conflicts, and render decisions in administering or managing all or part of the activities of the TPO.



## EDUCATION & EXPERIENCE

This position requires a bachelor's degree in public administration, planning, urban studies, business administration, political science, or closely related field; supplemented by seven or more years of experience in the field of planning with a Metropolitan Planning Organization, the U.S. Department of Transportation, a state Department of Transportation, a local government, or working with a private sector planning firm. At least five of those years should include serving in a managerial position. An equivalent combination

of education and/or experience may be substituted for the minimum qualifications at the discretion of the TPO. While not required, a master's degree in planning, business administration, public administration, finance, or related field is considered a plus.



# COMPENSATION & BENEFITS



The annual salary range for this position is \$120,000 - \$160,000, depending upon qualifications and experience. The Executive Director position will include a full range of traditional municipal benefits including Florida Retirement System (FRS) pension, paid time off, and holiday leave, medical, vision, and dental insurance, and other associated benefits. Residency within the River to Sea TPO Metropolitan Planning Area is desired.

## APPLICATION PROCESS

Please apply online

For more information on this position contact:

**Doug Thomas, Executive Vice President, SGR**

[DouglasThomas@GovernmentResource.com](mailto:DouglasThomas@GovernmentResource.com)

863-860-9314

The River to Sea Transportation Planning Organization is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.



## CONFIDENTIALITY

Pursuant to Florida law, all applications are a public record once submitted and available for disclosure upon receipt of a public records request.

## RESOURCES

**River to Sea TPO**

[www.r2ctpo.org/](http://www.r2ctpo.org/)

**Team Volusia**

[www.teamvolusiaedc.com/about-volusia/](http://www.teamvolusiaedc.com/about-volusia/)



**RIVER TO SEA**  
Transportation Planning Organization  
VISION - PLAN - IMPLEMENT







**Executive Director  
River to Sea TPO  
Daytona Beach, Florida**

**Deadline for first review of applications: ~ 30-Days following posting**

**Hyperlink the website's home page for all ad placement recommendations.**

**National Association recommendations for the position of Executive Director**

- [SGR Job Board](#) - \$0
- [League of Women in Government](#) - \$0
- [American Planning Association](#) - \$295
- [Congress for the New Urbanism](#) - \$50 non-members
- [Planetizen](#) - \$99.95
- [ICMA](#) (International City/County Management Association) - \$450
- [National League of Cities](#) - \$250
- [National Forum for Black Public Administrators](#) (NFBPA) - \$350
- [Local Government Hispanic Network](#) (LGHN) - \$75

**State/Municipal Association recommendations:**

- [Florida League of Cities](#) - \$0
- [Florida City/County Management Association](#) (FCCMA) - \$0
- [Florida Association Counties](#) \$150 non-County postings
- [American Planning Association of Florida](#) - \$50 up to 100 words; over 100 words, each additional 1-10 words is \$10
- [Florida Planning and Zoning Association](#) (FPZA) - \$50 – (must be 100 words or less)
- [Texas Municipal League](#) – \$150 for out-of-state
- [Oklahoma Municipal League](#) - \$10

**Recommended Ad Language:**

The River to Sea Transportation Planning Organization (TPO), located in Daytona Beach, Florida, serves a Metropolitan Planning Area (MPA) encompassing more than 500,000 people including all of Volusia County and the developed areas of eastern Flagler County, including Beverly Beach and Flagler Beach, as well as portions of the cities of Palm Coast and Bunnell. The area is about an hour's drive north of Disney World and the Kennedy Space Center, as well as being within a few hours' drive of other major Florida communities, including Tampa, Miami, and Jacksonville.

The River to Sea TPO is the designated entity responsible for carrying out the urban transportation planning and programming process for the designated MPA. The TPO Board is comprised of elected officials from the member local governments served by the organization. The Executive Director reports directly to the TPO Board, and between meetings, to the TPO Executive Committee and/or Chair, and provides leadership, oversight, and direction for all operational functions of the River to Sea TPO.

The River to Sea TPO seeks an experienced Executive Director who is passionate about progressive planning principles and has a demonstrated ability to develop long-range plans, future projects, and fostering collaborative relationships with member communities and partner agencies. The Executive Director is also responsible for providing assistance and professional recommendations on fiscal matters including the preparation of the TPO's annual budget, policy considerations, strategic planning, local and regional transportation initiatives, and legislative issues and activities. Other responsibilities include the direction and support for agenda development and preparation of associated materials, and meeting participation with the TPO Governing Board, Executive Committee, and other standing committees, subcommittees, and working groups as needed.

The position requires a Bachelor's degree in public administration, planning, urban studies, business administration, political science, or closely related field; supplemented by seven or more years of experience in the field of planning with a MPO, the U.S. Department of Transportation, a state Department of Transportation, a local government, or working with a private sector planning firm. At least five of those years should include serving in a managerial position. An equivalent combination of education and/or experience may be substituted for the minimum qualifications at the discretion of the TPO. A Master's degree in planning, business administration, public administration, finance, or related field is considered a plus.

[Please apply online](#)

For more information on this position contact:

Doug Thomas, Executive Vice President, SGR  
[DouglasThomas@GovernmentResource.com](mailto:DouglasThomas@GovernmentResource.com)  
863-860-9314