

# 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 600,000 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, Oak Hill, Ponce Inlet, 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, Daytona Beach Shores, Ormond Beach, Ponce Inlet, 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)
- Amazon Fulfillment Center
- B. Braun Medical Inc. (Medical/Pharmaceutical Devices)
- Trader Joe's Distribution Center
- 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. Five high schools offer the Cambridge Advanced International Certificate of Education (AICE) Diplomas, and 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

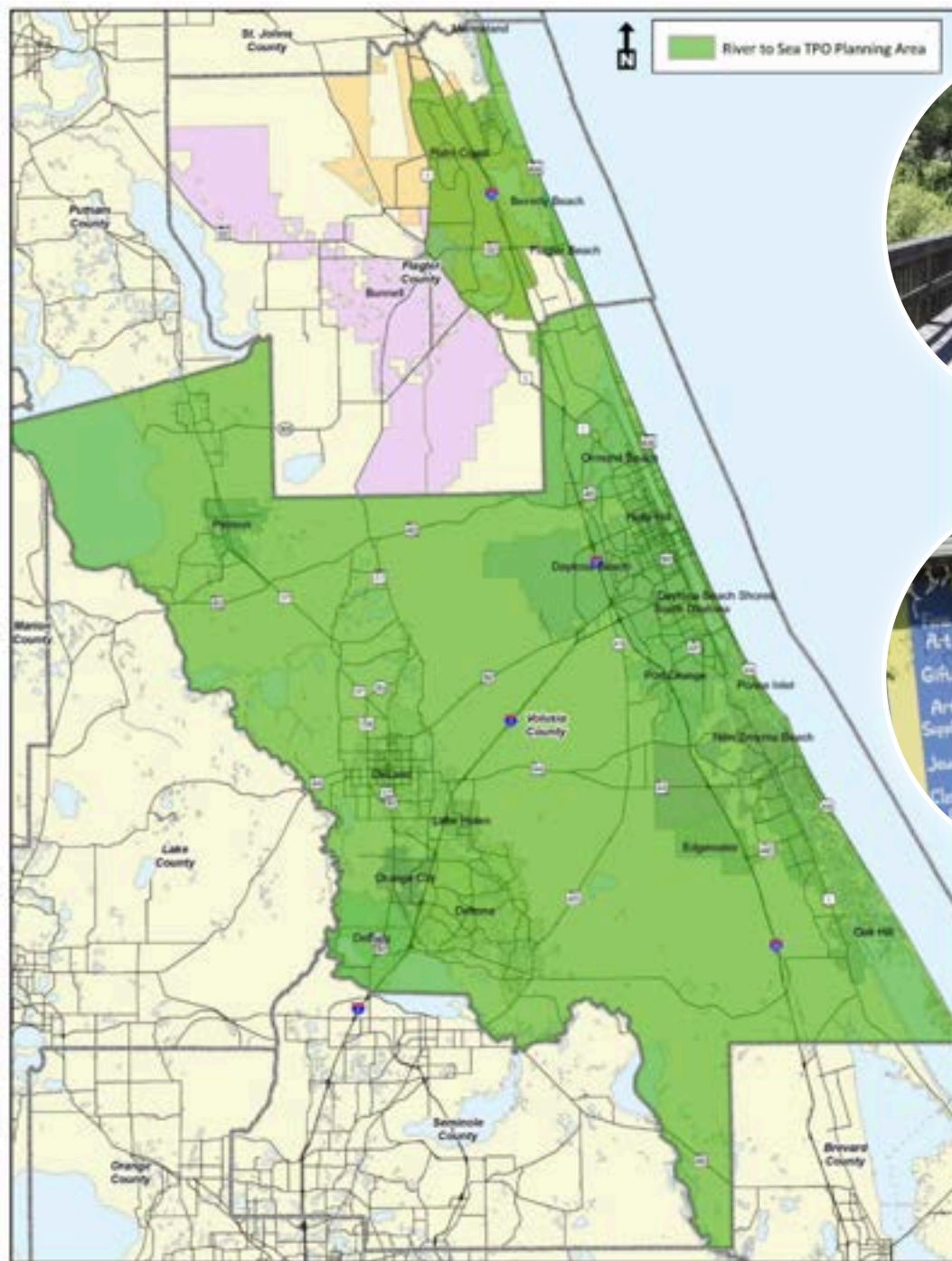


## HEALTHCARE:

- Halifax Health
- Advent Health
- Florida Health Care Plans

# ABOUT THE ORGANIZATION

The River to Sea Transportation Planning Organization (TPO) is the 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.



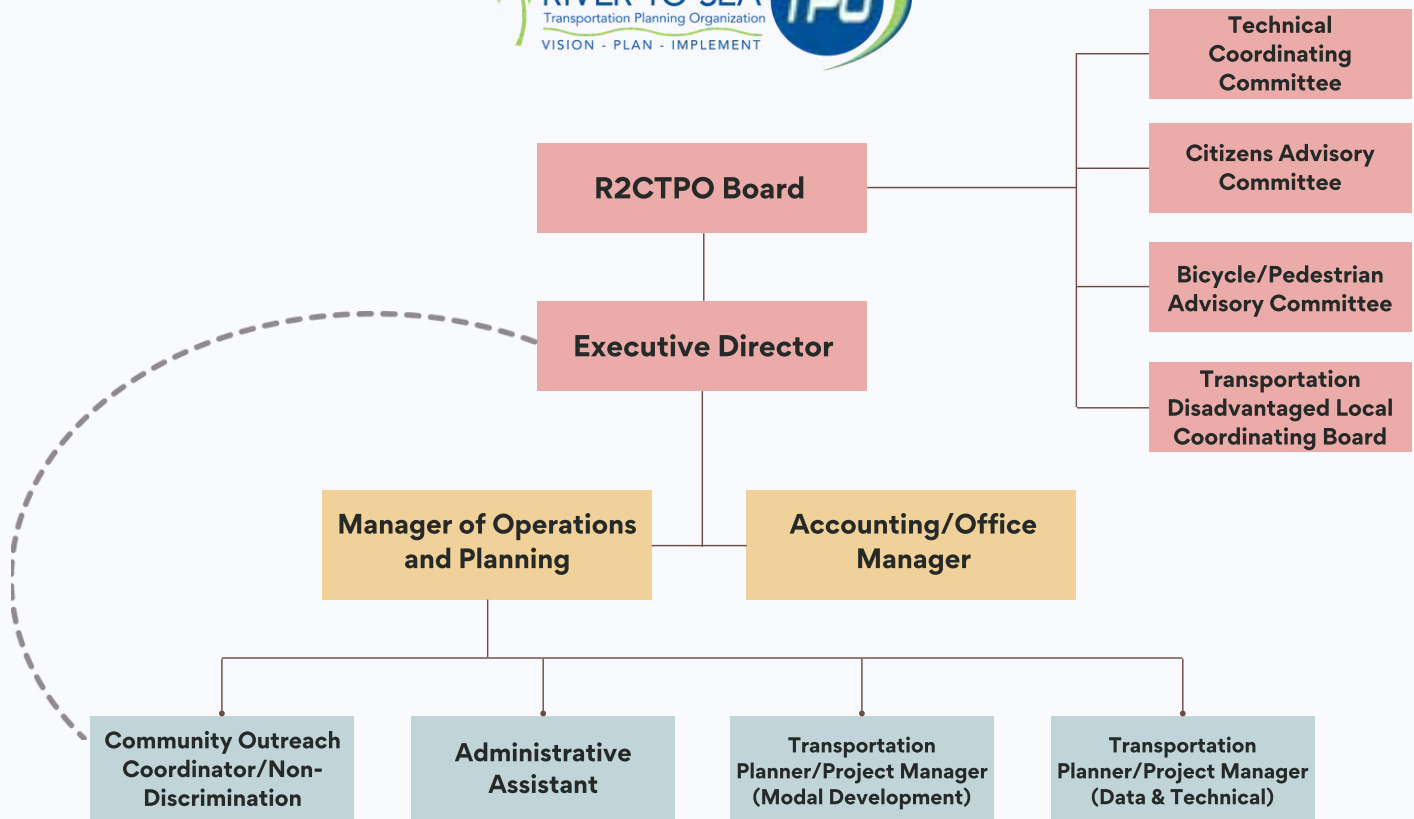
# ABOUT THE POSITION continued



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 Growth Management practices and legislation; federal and state transportation legislation, and DOT, 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, DOT, 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 preferred.

# 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/)



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