



MEETING AGENDA

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

DATE: Wednesday, August 4, 2021
TIME: 9:00 a.m.
PLACE: River to Sea TPO Conference Room
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, Florida 32114

NOTE:
 A Microsoft Teams Meeting
 has been established for
 remote participation.

MASKS MUST BE WORN BY THOSE PHYSICALLY PRESENT UNLESS FULLY VACCINATED

**Executive Director Search Committee Meeting
 August 4, 2021 9:00 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 211944103# United States, West Palm Beach
Phone Conference ID: 211 944 103#

[Find a local number](#) | [Reset PIN](#)

Volusia County Council Vice Chair Billie Wheeler, Chairperson Presiding

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENT/PARTICIPATION

III. BUSINESS ITEMS

- A. Review and Selection of a Recruitment Firm to conduct the Executive Director Search (*under separate cover*)**
- B. Review Elements of Executive Director Search Committee Action Plan (*Enclosure, pages*)**
 - **Executive Director Job Description**
 - **Executive Director Salary Range**
 - **Schedule of Activities and Timeframes**
- C. Set Meeting Date(s) for upcoming Executive Director Search Committee Meetings**

IV. STAFF COMMENTS

V. 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

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 or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or 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 at least five (5) business days prior to the event

Executive Director Search Committee Action Plan

The Executive Director Search Committee (EDSC) was established by the Governing Board of the River to Sea Transportation Planning Organization (TPO) on July 23, 2021 to carry out the following Action Plan to search for and hire a new River to Sea TPO Executive Director.

Executive Director Search Committee Members:

The EDSC shall consist of the following members:

- Billie Wheeler, R2CTPO Chairperson
- Barbara Girtman, R2CTPO 1st Vice Chairperson
- Chris Cloudman, R2CTPO 2nd Vice Chairperson
- Jason McGuirk, R2CTPO Immediate Past Chairperson
- Christine Power
- Victor Ramos
- Bill Partington

Executive Director Position and Salary

The EDSC shall have the authority to update the Executive Director position description

The EDSC shall have the authority to develop a salary range for the Executive Director position consistent with Florida M/TPO's of similar size and operating budget and present the range to the TPO Governing Board for final approval

Recruitment Services

To assist with conducting the search for and hiring of a new Executive Director, the EDSC shall have the authority to:

1. Select and execute a contract with a professional recruitment firm limited to the budget established in the Schedule and Budget Section of this document;
2. Enter into a Memorandum of Understanding (MOU) with the County of Volusia to utilize the resources and services of their Human Resources Department; or
3. Develop a hybrid approach that combines resources of a professional recruitment firm and Volusia County.

Budget

The EDSC is authorized to incur fees up to and including the dollar amounts for expenses associated with the following components of conducting the search for a new Executive Director:

- Professional Services Recruitment - \$25,000
- Advertising - \$5,000
- Candidate Travel Expenses - \$5,000

Executive Director Search Committee Action Plan

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Schedule

The EDSC shall work with recruitment services to develop a schedule of events and timeframe of activities associated with the Executive Director search. A detailed schedule outlining the following activities will be presented to the TPO Governing Board at their August 25, 2021 meeting.

Executive Director Search

Recruitment activities generally attributed with a professional employment search which could include, but not be limited to:

- Outline/define preferred attributes of desired candidate
- Advertise the Executive Director position
- Screen resumes from interested candidates
- Conduct background screening (criminal and financial)
- Develop questionnaires and interview questions
- Interview Candidates
- Shortlist Candidates
- Schedule candidate presentations to the TPO Board and meetings with TPO staff
- Schedule a community leader/stakeholder meeting with the Final Candidates
- Present a Ranked Recommendation of the Final Candidates to the TPO Board

Employment Offer and Contract Negotiations

- Extend an offer of employment to the top ranked candidate
- Negotiate an employment agreement with the top ranked candidate
- In the event the employment offer is not accepted by a candidate or an agreement with the top ranked candidate cannot be reached, extend an employment offer and negotiate an employment agreement with each successive ranked candidate until an agreement is reached

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

JOB DESCRIPTION: EXECUTIVE DIRECTOR

REPORTS TO: TPO Board
EXEMPT STATUS: Exempt

POSITION GENERAL SUMMARY:

The Executive Director provides leadership, 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, TCC and CAC meetings 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 prepares 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, progress reports for agency grants and execution of grants and agreements.
- 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.
- 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:

- Master’s degree in Planning, Business Administration, Public Administration, Finance, or related field. At least seven years of experience in working in a MPO/TPO with at least five of those years served in a managerial capacity. An equivalent combination of education and/or experience can be substituted for the minimum qualifications.
- Must have a valid Florida Driver’s License.

Knowledge, abilities and skills:

- Working knowledge of computer applications including Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher and e-mail;
- 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, principals 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;
- Ability to establish and maintain effective working relationships with individuals 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.

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

Employee: _____

VTPO Chair: _____