

EXECUTIVE DIRECTOR

Grand Forks-East Grand Forks Metropolitan Planning Organization – A Bi-State MPO For the Cities of Grand Forks, North Dakota and East Grand Forks, Minnesota



January 28, 2022

Job #

Title: Executive Director

Salary: 2022 salary range is \$96,600 to \$145,000

Applicant closing date: February 26, 2022

OBJECTIVE:

The Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO), a Bi-State MPO that is responsible for carrying out the transportation planning and programming process for the Cities of Grand Forks, North Dakota and East Grand Forks, Minnesota, seeks an Executive Director to perform overall program management for the organization, including the administrative functions of the MPO work program and direct supervision of professional and administrative staff members. The Executive Director is employed by the GF-EGF MPO; the City of Grand Forks is assisting with the hiring process.

The Executive Director is responsible for carrying out a wide array of transportation tasks that are contained in the annual work program including public involvement, preparation of the Transportation Improvement Program (TIP), Metropolitan Transportation Plan (MTP), and air quality efforts within the urban area. The Executive Director is also involved in developing and fostering collaborative relationships with member communities and partner agencies and providing assistance and professional recommendations on fiscal matters including the preparation of the GF-EGF MPO's annual budget, policy considerations, strategic planning, local and regional transportation initiatives, and legislative issues and activities. The Executive Director must display excellent communication skills and frequently speak in both public and virtual formats and ensure that all federal and state requirements are met for continued MPO certification by federal funding agencies to enable transit operators, local government, and state agencies to maintain eligibility for federal funds. The Executive Director is expected to exercise a high degree of independent thinking, creativity and initiative, as well as demonstrate interpersonal and consensus building skills.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of education, experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Bachelor's degree in public administration, planning, urban studies, business administration, political science, or closely related field.

Experience:

Seven years of increasingly responsible urban and/or transportation planning experience, including three years of administrative and supervisory responsibility

Training:

An equivalent combination of education and/or experience from an accredited college or university with major course work in urban planning, transportation planning, public administration or a related field.

APPLY: [HERE](#)