

# NOACA Job Description

NOACA is an Equal Opportunity Employer

<p><b>Position:</b> Associate Director</p>	<p><b>Division:</b> Administration</p>
<p><b>Title:</b> Associate Director – Operations Management (Chief Operating Officer)</p>	<p><b>Salary Range:</b> \$ 96,032 (min.) Pending <b>Qualifications</b> <b>FLSA Status:</b> Exempt</p>
<p><b>Job Description:</b> This is an executive level position involving management of the activities of the agency’s divisions including Planning, Programming, Communications and External Engagement, Controller, and Administration, under administrative direction of the Executive Director. Provides direction and support to the staff and management of the various divisions to assure that the agency properly functions as the region’s Metropolitan Planning Organization (MPO) and Areawide.</p>	
<p><b>Duties and Responsibilities:</b> The duties and requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform this job. To be considered for this position, an individual must be able to perform each duty in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.</p> <p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Direct collection/analysis/input of data, database design and maintenance</li> <li>• Final review and approval of division reports/documents/records</li> <li>• Assist Directors in defining and communicating agency goals and objectives to assigned personnel</li> <li>• Assist Directors in defining, preparing, and review and approval of project goals and objectives</li> <li>• Direct training of assigned personnel</li> <li>• Prepare, review and approve study designs</li> <li>• Develop, administer and monitor budget at division, section, program/project and task level</li> <li>• Present agency and project related information to NOACA Board Committees and outside organizations</li> <li>• Maintain contact with outside organizations and media as required by the position</li> <li>• Assist Directors in development of agency policy</li> <li>• Evaluate performance of assigned personnel</li> <li>• Assign staff to project and task level activities</li> <li>• Manage hiring process for assigned personnel</li> <li>• Represent the Directors and/or the Executive Director when appropriate</li> <li>• Represent the agency at meetings inside and outside of the agency offices on work related and policy issues</li> <li>• May require moderate travel within the state and the continental US</li> <li>• Work on special projects as required</li> <li>• Perform other duties deemed appropriate and as assigned by the Executive Director</li> </ul> <p><b>Specific:</b></p> <ul style="list-style-type: none"> <li>• Provides direction to the staff and management of the various divisions to ensure that the agency meets all federal and state requirements for certification as the region’s Metropolitan Planning Organization (MPO) and as the designated “Areawide” for 208 Planning.</li> <li>• Directs preparation of the region’s long range transportation plan</li> <li>• Directs preparation of the region’s Transportation Improvement Program (TIP)</li> <li>• Provides technical direction in all aspects of the MPO planning process including travel demand modeling, air quality conformance modeling, public involvement and all other aspects of the 3-C planning process</li> <li>• Directs various member service programs approved by the NOACA Board</li> <li>• Manages the development of Board materials and presentations</li> <li>• Manages the peer review process</li> <li>• Provides direction to the staff and management of the various divisions to ensure the agency operates efficiently and effectively</li> </ul>	
<p><b>*Credentials and Experience:</b></p> <ul style="list-style-type: none"> <li>• Bachelors Degree in an appropriate field of study including engineering, planning, and public administration plus ten years of relevant experience in transportation and environmental planning. Masters Degree may be substituted for two years of experience.</li> </ul>	<p><b>Knowledge, Skills and Abilities:</b></p> <ul style="list-style-type: none"> <li>• Advanced understanding and application of Microsoft Office software</li> <li>• Advanced understanding and application of various transportation and environmental planning and modeling processes</li> <li>• Excellent written and verbal communication skills</li> <li>• Excellent planning and organization skills</li> <li>• Proven management and leadership abilities</li> </ul>
<p><u>Must be legally able to work in the United States</u></p>	<p><b>Special Requirements:</b></p>
<p>*Minimum Requirements</p>	