

**EXECUTIVE DIRECTOR
METROPLAN
LITTLE ROCK, ARKANSAS**

This is an exceptional opportunity for a seasoned urban planning professional to live and work in a dynamic, vibrant and growing community in the Little Rock region of the State of Arkansas. The current Executive Director, Jim McKenzie, has announced his retirement effective December 31, 2016, following 28 successful years in the position. The Metroplan Board of Directors is seeking a progressive, innovative and professional Executive to lead the organization as it grows and develops for the future.

The Metroplan Board of Directors is seeking a highly qualified individual as Executive Director of the organization.

Required Duties

Organizational Management:

Staffing – hiring, training, motivating employees with the technical expertise to carry out the functions of the organization

Finance – directing the budgeting, accounting, grants management and purchasing functions of the organization. Familiarity with federal funds accounting requirements and grant reporting requirements is helpful.

Strategic Vision and Direction – developing and building support for a strategic vision for the future direction of the organization working with various stakeholders groups and the Board of Directors.

Subject Matter Knowledge:

Working knowledge of some or all of the following fields is desirable:

- Transportation planning
- Urban and regional planning
- Geographic information systems
- Demographics
- Sustainable and resilient development
- Environmental issues – water quality, air quality, solid waste, climate change
- Water resources – long-term potable water, watershed protection
- Land development/development economics
- Public policy development

Education/Experience:

Master's degree or equivalent experience in public administration, business administration, urban and regional planning, or engineering is preferred.

Executive management, program management, or supervisory experience is preferred.

Work in or with a metropolitan planning organization, regional council, economic development district, planning and development district or comparable regional organizations is preferred.

Personal Traits:

A successful candidate for the position should exhibit the following personal traits:

- Excellent communication skills- writing, editing, public speaking
- Professional in attitude and appearance in representing the organization
- Collaborative decision-making/problem solving, seeks win/win solutions
- Future oriented, regional perspective, global vision
- Generalist, with a working knowledge of many topics affecting urban growth, able to integrate information from disparate sources into a cohesive vision
- Diplomacy and political sensitivity in a member service organization composed of elected officials
- Commitment to seeking and advocating the common good
- Self-starting and self motivated
- Highest ethical and professional standards
- Flexible and able to adapt in rapidly changing circumstances

***METROPLAN EXECUTIVE DIRECTOR JOB FUNCTIONS
(CURRENT)***

Core work functions are accompanied by the estimated percentage of time spent on each. Time commitments vary from month to month and year to year and, therefore, are expressed in ranges.

Organizational Management- 10-15%

- Personnel Management
- Operational and Strategic Planning
- Finance – budgeting, accounting, purchasing
- Facility Management

Board Related Activities – 10-15%

- Board Meetings and meeting preparation

- Board Planning Retreats – preparation, conduct and follow-up
- Board Fact Finding Trips – preparation, conduct and follow-up
- Meetings with individual Board members on issues specific to their jurisdictions

Public Relations – 10%

This function involves all aspects of representing the organization to the general public:

- Speeches
- News interviews
- Writing/editing Metroplan publications
- Civic Organization Representation

Special Projects/Data Inquiries/Technical Assistance – 5-10%

Special projects can range from assisting member governments with land use plans, zoning ordinances, master street plans, bike plans and walkability audits to post-census redistricting to other duties as assigned. The Executive Director's role is typically to field the request, assign the appropriate staff resources to the effort and monitor the outcome.

Research and Policy Development – 10-15%

Constant review of the literature and research in all fields affecting urban development and synthesizing that information into coherent and forward-looking policy recommendations. Participate in national organizations affecting the core business of Metroplan and development of national policy recommendations within those groups.

Transportation/Other Grants Administration – 40-50%

The primary sustaining federal grant is with the USDOT for transportation planning. The same tasks apply to other federal grants whether through HUD, EPA, Department of Energy or the Department of the Interior.

- Contract Oversight
- Work Program Development
- Public Engagement and Collaborative Decision Making Process
- Federal and State Relations
- Regulatory Compliance
- Regional Policy Development
- Regional Plan Development and Implementation

Ancillary Activities - 1-5%

- Mid-Arkansas Water Alliance – Board of Directors, administrative support
- Central Arkansas Risk Management Association– Board of Directors,

- administrative support
- Arkansas River Trail – administrative support
- Ozone Action Days – convenor, administrative support

Little Rock is the capital of Arkansas and the global brand of a 12-county region. The Little Rock region is an influential voice of the Southern United States, with more than a million people living within a 60-mile radius of downtown. Little Rock has a population of 197,706 in the city, 392,702 in Pulaski County, 729,135 in the Metropolitan Statistical Area (MSA), and 1,054,373 in the region. The MSA grew 14.6% over the past decade.

Metroplan is a council of local governments and designated metropolitan planning organization for the Little Rock-North Little Rock-Conway MSA headquartered in Little Rock, Arkansas. The organization was founded in 1955 with the mission to conduct long-range public infrastructure planning to support the economic growth of the metropolitan area. It was designated the MPO for the region in 1974.

Governing Structure

Metroplan is a voluntary membership organization open to all general-purpose local governments in the metropolitan statistical area. All members have a single seat on the Board of Directors. Currently, twenty-four cities and four counties are voting members. For transportation issues, the state DOT and local transit operator sit on the Board. One county, one city and an unincorporated village also sit on the Board as non-voting special members. While any member may call for a weighted vote, that provision has never been exercised in the 20+ years it has been in the by-laws.

The Executive Director is hired by and serves at the pleasure of the Board. The remainder of the staff are at-will employees under the Executive Director. The Executive Director and Deputy Director are both planning to retire at the end of 2016.

Organizational Responsibilities

Metroplan serves as a convenor for regional issues, is the metropolitan planning organization under federal transportation law, deals with environmental issues that transcend jurisdictional lines, is a source for regional demographic and economic data, and serves as adjunct staff on planning and development issues for our member governments.

By far the largest, portion of the budget and work program revolves around the transportation planning functions of the MPO. Metroplan is a Transportation Management Area under federal law. The MSA population of the region is 729,000; the urbanized area population is 489,000. The transportation planning process is conducted through two standing advisory committees appointed by the Board – the citizen based Regional Plan Advisory Council, and the member staff based Technical Coordinating Committee.

Related land use and development planning assistance are provided under the auspices of the MPO as well. Metroplan also provides support services to the Arkansas River Trail Task Force, another collaborative whose members jointly constructed and own portions of the Arkansas River Trail, an 88-mile bike/pedestrian trail along both banks of the Arkansas River.

Budget

Metroplan's budget for 2015 is \$2,601,338. The budget varies from year to year depending upon the federal grants that are being administered in any given year.

The starting annual salary will be market competitive depending upon the qualifications and experience of the selected candidate. An excellent fringe benefit plan will be provided as well. Reasonable relocation expense reimbursement will be negotiated.

This position is open until filled. First review of candidates will occur on **June 17, 2016**.

Confidential resumes should be sent by close of business on **June 16, 2016**, to one of the following search consultants:

James L. Mercer, President/CEO, The Mercer Group, Inc., 1000 Cordova Place, #726, Santa Fe, NM 87505. VOICE: 505-466-9500, FAX: 505-466-1274. E-Mail: jmercerc@mercergroupinc.com

Jim Miller, Senior Vice President, The Mercer Group, Inc., 2119 Lake Augusta Drive, Mendota Heights, MN 55120. VOICE: 612-581-9972, E-MAIL: jf_miller@outlook.com

Website: www.mercergroupinc.com

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