

## PUBLIC ADMINISTRATION SPECIALIST

The Toledo Metropolitan Area Council of Governments (TMACOG) is seeking a highly motivated individual to fill a position within the Transportation Department. This is a professional position responsible for developing, facilitating and working with stakeholders on various transportation planning issues involving local, state, and federal government agencies; community organizations; regional business interests; and the general public.

Specific duties and responsibilities include:

1. Supports efforts of the agency to coordinate transportation related planning activities that guides and assists decision makers by implementing policies, studies, projects, and similar activities that comply with external planning guidelines, meet area-wide needs, and foster a spirit of regional cooperation.
2. Serves as a liaison between the agency and other government agencies, officials, organizations, business interests, and the general public.
3. Organizes and coordinates major transportation events and activities hosted by the agency.
4. Represents the agency and participates in regional and state meetings related to transportation affairs.
5. Prepares administrative reports, work programs, and responses to requests for specific project or program information.
6. Prepares and makes presentations on complex topics to key public officials, public groups, agencies, boards, and other groups.
7. Solicits funds relating to transportation planning events and programs.
8. Monitors, reviews, and evaluates impact of emerging state and federal legislation on Metropolitan Planning Organization (MPO) activities.
9. Prepares a biennial transportation legislative agenda in collaboration with regional stakeholders.
10. Creates methodologies for survey design, development, and presentation of planning related information in a concise and understandable manner to public stakeholders.
11. Supports programmatic committees of the Transportation Council.
12. Participates and supports external/internal staff/committee activities to implement specific MPO policies, initiatives and projects.
13. Perform other duties tasks as assigned.

Minimum requirements include:

1. Considerable knowledge of the principles and practices of planning, particularly transportation planning methods for metropolitan areas.
2. Thorough knowledge of federal and state transportation related laws, programs, policies, and guidelines.
3. Thorough knowledge of the organization, functions and problems of state, county, city, township, and village governments.

4. Thorough knowledge of social and economic conditions within NW Ohio and SE Michigan.
5. Strong organizational, problem solving, and negotiation skills with an ability to prioritize and manage multiple programs, projects and tasks to meet varying deadlines.
6. Skill in the use of office software including word processing, spreadsheet, presentation development, and database management (Microsoft products: Word, Excel, PowerPoint, and Access).
7. Ability to evaluate and refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.
8. Ability to develop and maintain positive, service-focused, and effective relationships with other employees, agency directors and coordinators, business leaders, and community officials.
9. Ability to communicate tactfully and effectively with associates, subordinates, public officials, representatives of other agencies, and members of the general public.
10. Ability to remain calm in stressful situations.
11. Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where members are committed to the goals and objectives of the team.
12. Ability to perform independent research on transportation related planning issues.
13. Ability to define problems, identify key parameters, evaluate options, and draw valid conclusions.
14. Ability to present statistical data, facts, and conclusions in written, graphic and electronic form.
15. Ability to express ideas clearly and concisely, orally and in writing.
16. Expect travel to meetings both inside and outside the MPO planning area and attending evening and occasional weekend meetings/functions on an as needed basis.

Candidates must have a Bachelor's degree in urban or regional planning, public administration, or a related field plus five years of experience. Advanced degrees in a related field or certifications are desirable. Preference may be given to applicants with prior experience with a transportation related public agency or a metropolitan planning organization. Applicants must be legally able to work in the U.S., and possess a valid current driver's license. Successful completion of a comprehensive background check and drug screening are required to complete the hiring process. Salary is based on experience and qualifications. Interested candidates should forward a letter of interest, resume, and professional references to TMACOG, P.O. Box 9508, Toledo, OH 43697-9508 or [resume@tmacog.org](mailto:resume@tmacog.org). No phone calls. TMACOG is an Equal Opportunity Employer.