

Executive Director - Pay Grade 12

Reports To: Lima-Allen County Regional Planning Commission (LACRPC) Board

FLSA Status: Exempt - Executive

Definition:

A professional administrative position responsible for policy and program development. Responsibilities include the management of a regional planning commission housing a metropolitan planning organization. The position also requires the administration of on-going planning programs including: short and long-range transportation programming, including transit and traffic; undertaking population and land use analyses; and, the administration of local zoning ordinances, floodplain regulations, and subdivision regulations. Direction and supervision to be exercised over professional, technical and clerical staff members.

Required Training and Experience:

The position requires experience in developing strategic planning practices which anticipate future opportunities, issues and concerns, and the ability to provide a sense of direction to a multi-faceted organization. The position requires a State of Ohio Professional Engineer (PE) license with six (6) years of progressively responsible planning experience; or, a degree in Planning (or related fields such as geography, architecture, engineering, public administration, etc.) with eight (8) years of progressively responsible planning experience. Previous administrative experience and/or documented grant writing capabilities are required. Position requires possession of a valid State of Ohio motor vehicle operator's license.

Required Knowledge and Skills:

The position requires a sound knowledge of the theory, principles, and methods of land use, transportation and planning. Computer literacy with Word Suite is required as is documented experience with various GIS, engineering and other modeling software including: ESRI, EMSi, REMI, HEC RAS, Impact, TRANSPAN, TRANSCAD, CUBE, Synchro, and/or HCS is required. The ability to prepare, organize, and present complicated transportation engineering reports (both written and orally) is necessary. A thorough understanding of research methods in population, land use, transportation, and the ability to analyze and incorporate data in the final preparation of both written and oral reports is expected. The ability to work harmoniously with staff, Commission members, and the general public is a fundamental requirement of the position.

Description of Duties:

- Direct, supervise, and administer the affairs of the LACRPC and staff.
- Manage traffic engineering and transportation planning functions of the MPO.
- Oversee the land division process and subdivision regulations of Allen County.
- Manage the implementation and reporting Allen County Floodplain Management Regulations.
- Provide technical assistance related to development and interpretation of local zoning codes.
- Support the delivery of Community Development Block Grant Program services and activities.
- Manage the public involvement process required by Federal and State agencies.
- Guide and support the standing and advisory committees of the Planning Commission.
- Maintain strong liaison with Federal and State sources of information and funding including but not limited to USDOT, FHWA, FTA, FEMA, OEPA, ODOT, ODNR, ODSA and ODPS.
- Maintain strong liaison with local units of government including: elected officers at the county, municipal & township levels, local planning and zoning bodies, government agencies including but not limited to the County Auditor, County Engineer, County Recorder, Soil & Water Conservation District, Metro Parks, EMS & Safety Services, Chambers of Commerce, etc.
- Other duties as assigned by the LACRPC or its Executive Committee.

Submit a cover letter and resume via e-mail to mschumaker@lacrpc.com or via regular mail to Marlene Schumaker, Lima-Allen County Regional Planning Commission, 130 W. North Street, Lima, Ohio 45801.

Application deadline: March 13, 2020