Announcement of Available Position

EXECUTIVE DIRECTOR

STATE OF HAWAII

OAHU METROPOLITAN PLANNING ORGANIZATION
(Excluded Managerial EM-5, Non-Civil Service Position)

SALARY RANGE: $117,852-$188,532 per year, based on experience and qualifications

DUTIES: The Executive Director is appointed by and reports to the Policy Board and is responsible for the leadership and administration of the OahuMPO, which is designated to carry out the federally mandated, multimodal framework for involvement in and funding of surface transportation for the Island of Oahu. That framework — known as the Continuous, Coordinated, and Comprehensive (3-C) Planning Process — is established by U.S. statute and regulations (23 CFR 450 Subpart C) and for the State of Hawaii, contained in the enabling legislation found in HRS 279D. Central to the Executive Director's responsibilities is the coordination of planning among and in cooperation with the major partners, including the Hawaii State Department of Transportation, the City and County of Honolulu Department of Transportation Services, and the Honolulu Authority for Rapid Transportation (HART), to ensure Oahu's regional transportation program meets all federal requirements and achieves OahuMPO's vision and goals for a coordinated and comprehensive multimodal transportation system.

The Executive Director is the face of OahuMPO and advises the Policy Board on federal and state requirements and other transportation planning practices; and communicates on its behalf to federal, state and county government agencies, the private sector and the public on the region's long-range transportation plans, programs, and initiatives.

The Executive Director is responsible for recruiting, hiring and managing a team of professional, technical, and administrative staff to effectively develop and implement the policies and activities, including but not limited to the long-range Oahu Regional Transportation Plan, Transportation Improvement Program, Congestion Management Process, and Overall Work Program; for budgeting and fiscal management; and for assuring compliance with federal, state and local requirements in coordination with its major partners.

MINIMUM QUALIFICATION REQUIREMENTS: Applicants must meet all the minimum qualification requirements for the position as of the date of the application.

- Education: Bachelor's degree in urban, regional, or transportation planning, civil engineering, public administration or related fields and eight (8) to ten (10) years of progressively responsible experience in transportation planning or regional planning.
- Specialized Experience: Five years of senior management, including direct supervisory experience. Strong leadership, managerial, and verbal and written communications skills. Professional experience in planning, organizing, staffing, budget planning and execution, policy formulation, and implementation of programs or projects, including work with senior officials, public and private.

DESIRED QUALIFICATIONS:

- Graduate degree in an appropriate field.
- Professional certification from a recognized accrediting organization, such as the American Institute of Certified Planners, Institute of Transportation Engineers, or equivalent.
- Knowledge of and familiarity with theories, principles, and practices of transportation planning for political jurisdictions, including recent trends and literature in the field of transportation planning and urban development.
- Understanding of and experience with public administration, business, and management principles, including but not limited to, strategic planning, leadership, coordination of people and resources, budget preparation and fiscal responsibility.
- Ability to establish and maintain effective working relationships with a wide range of constituents including local, state, federal, and other partners as well as to provide effective outreach to both public and private stakeholders.
- Ability to prioritize and manage multiple projects to keep them on track and within budget.
- Knowledge of federal statutes and regulations relating to transportation and procurement, as well as specific knowledge of requirements established in the statutes and ordinances of the State of Hawaii and City and County of Honolulu respectively.

VERIFICATION REQUIREMENT: Applicants must submit evidence of education and provide three professional references who can be contacted concerning the applicant's background.

CITIZENSHIP REQUIREMENT: Applicants must be citizens, permanent resident aliens, or nationals of the United States. Non-citizens with unrestricted employment authorization from the U.S. Immigration and Naturalization Service may also apply. If selected, proof of citizenship status will be required.

FILING DEADLINE: Monday, August 24, at 4:30 PM

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Please submit a cover letter, resume, and three professional references to:

Danelle Miyahara
Oahu Metropolitan Planning Organization 707 Richards Street, Suite 200
Honolulu, Hawaii 96813-4623

Email to: danelle.miyahara@oahumpo.org

About the OahuMPO

The Oahu Metropolitan Planning Organization (OahuMPO) is the designated metropolitan planning organization for the island of Oahu. We coordinate with local governments, state transportation agencies, transit providers, and the public to decide how federal transportation funds should be invested.

To learn more about OahuMPO, visit www.oahumpo.org.

Equal Opportunity/Affirmative Action Employer