

**Morristown**  
Job Description

**Job Title:** Metropolitan Transportation Planning Organization Coordinator

**Job Number:**

**Department:** Community Development

**FLSA Status:** Exempt

**Range:**

**Approved Date:**

**Summary:** Performs professional work in the handling of assignments related to the coordination, planning and functioning of the Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO). Performs technical work in the fields of land use and transportation planning, long-range planning, GIS mapping, and project coordination for the urbanized area. Coordinates the activities of the LAMTPO Executive Board, the Technical Advisory Committee, and community involvement; work is performed under the regular supervision of the Planning Director of the City of Morristown.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Gathers, collects and analyzes data related to LAMTPO projects and initiatives.
- Ensures compliance with local, state and Federal requirements related to LAMTPO.
- Writes and administers federal and state grants.
- Prepares and presents reports to elected bodies, LAMTPO Executive Board, Technical Advisory Committee, civic groups and the community. Interacts with the public with regard to planning issues.
- Provides technical assistance to member communities, including staff, elected officials, the LAMTPO Executive Board, and other related groups.
- Coordination of, or assistance with, Title VI, DBE, Regional ITS, Human Services Transportation, Air Quality, and other programs, particularly as it relates to LAMTPO's role and compliance with various state and federal regulations.
- Coordinates special projects such as Freight Program, Public Participation, Sidewalk Enhancement and Bike/Pedestrian.
- Develop and/or maintain the metropolitan transportation plan (MTP), unified planning work program (UPWP), and the Transportation Improvement Program (TIP).
- Work with TDOT, TDEC and the Knoxville TPO on air quality transportation conformity.
- Attend Knoxville TPO TCC meetings on a monthly basis.
- Performs technical planning functions related to land use, transportation, community and long-range planning.
- Prepares components of long-range plans and development regulations within the region.
- Analyzes and interprets data.
- Assist in the daily duties of the department.
- Performs related work as required.

**Marginal Duties and Responsibilities** include the following. Other duties may be assigned.

None.

**Supervisory Responsibilities:**

Is responsible for the overall direction, coordination, and evaluation of a department or function. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. When applicable, supervises direct reports, to include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Competencies:**

- **Communications:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Cooperation:** Establishes and maintains effective relations. Exhibits tact and consideration. Displays positive outlook and pleasant manner. Offers assistance and support to co-workers. Works cooperatively in group situations. Works actively to resolve conflicts.
- **Dependability:** Responds to requests for service and assistance. Follows instructions, responds to management direction. Takes responsibility for own actions. Commits to doing the best job possible. Keeps commitments. Meets attendance and punctuality guidelines.
- **Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.
- **Problem Solving:** Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.
- **Initiative:** Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for help when needed.
- **Job Knowledge:** Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.
- **Quality:** Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.
- **Customer Service:** Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.
- **Safety and Security:** Observes safety and security procedures. Determines appropriate action beyond guidelines. Uses equipment and materials properly. Reports potentially unsafe conditions.
- **Planning and Organization:** Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.
- **Leadership:** Exhibits confidence in self and others. Inspires respect and trust. Reacts well under pressure. Shows courage to take action. Motivates others to perform well.
- **Managing People:** Provides direction and gains compliance. Includes subordinates in planning. Takes responsibility for subordinates' activities. Makes self-available to subordinates. Provides regular performance feedback. Develops subordinates' skills and encourages growth.

**Required Education and/or Experience:**

Master's degree (M.A.) or equivalent; or four to five years related experience and/or training; or equivalent combination of education and experience.

**Preferred Education and/or Experience:**

Master's degree (M.A.) or equivalent; and six to ten years related experience and/or training; or equivalent combination of education and experience.

**Knowledge, Skills, and Abilities:**

Thorough knowledge of the principles and practices of, land use and transportation planning, general knowledge of GIS mapping systems, grant writing, governmental operations as relates to MTPO

organizations, and current literature and recent developments in the field of, land use and transportation planning; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to prepare and present information clearly and in an interesting manner to lay groups and the public; ability to establish and maintain effective working relationships with professional colleagues, employees and representatives of public agencies. Candidate will also have a knowledge of U.S. Census data, a background in developing and managing complex planning projects and experience with GIS. Computer software knowledge of MS Word, Excel, PowerPoint, ArcPro, and ArcGIS mapping. Travel demand modeling knowledge and experience is preferred but not required.

**Certificates, Licenses, Registrations:**

Must possess a valid Driver’s License. AICP membership preferred.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Working Environment:**

The noise level in the work environment is usually quiet to moderate.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Signature/Approval**

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*Employee*

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*Date*

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*Supervisor*

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*Date*

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*Department Head*

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*Date*

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*