



**SPACE COAST TRANSPORTATION PLANNING ORGANIZATION
EXECUTIVE DIRECTOR SELECTION COMMITTEE
MEETING / AGENDA NOTICE**

DATE: November 9, 2017

TIME: 1:00 p.m.

LOCATION: Brevard County Government Center
2725 Judge Fran Jamieson Way, Viera
Florida Room, Building C, 3rd Floor

Chairwoman Kathy Meehan, Presiding

AGENDA

- 1. Call to Order of the Space Coast TPO Executive Director Selection Committee**
- 2. Discussion RE: Selection Process and Desired Director Characteristics *(page #1)***
- 3. Approval RE: SCTPO Executive Director Position Description and Requirements *(page #3)***
- 4. Approval RE: SCTPO Executive Director Position Salary Range *(page #6)***
- 5. Approval RE: Recruitment Strategy *(page #8)***
- 6. Approval RE: Screening Criteria and Job Announcement *(page #10)***
- 7. Public Comment**
- 8. Adjourn**

Any person who desires or decides to appeal any decision made by this agency with respect to any matter considered at this meeting or hearing will need a record of the proceedings. For such purpose, such person may need to insure that a verbatim record of the proceedings is made, at his own expense, which record includes testimony and evidence upon which the appeal is to be based. Any questions about this meeting should be directed to Lisa Hickman, (321)690-6890 or Email: tpostaff@spacecoasttpo.com.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this proceeding should contact the Space Coast TPO Office no later than 48 hours prior to the meeting at (321) 690-6890 for assistance.

***** PLEASE SILENCE ALL ELECTRONIC DEVICES *****

ITEM NUMBER 2

Discussion RE: Selection Process and Desired Director Characteristics

DISCUSSION:

Mr. Bob Kamm, the Space Coast TPO's Executive Director will be retiring in September 2018. As recruiting and selecting a replacement can be time-consuming, the Space Coast TPO Board created a selection committee and delegated the responsibility of recruiting and selecting a candidate for the Board's consideration.

Staff will present to the Selection Committee an overview of the selection process and how different recruiting strategies will impose different constraints and timelines. Regardless of the strategy selected, in the end, the selection committee will submit the best qualified candidate(s) to the full TPO Board for approval.

The first action requested from the Selection Committee is to determine the type of characteristics desired in an ideal candidate to lead the organization. How the TPO organization evolves and changes in the future will be shaped by a new director. Depending on the direction desired, the desired characteristics will help guide the committee in establishing requirements and updating the position description.

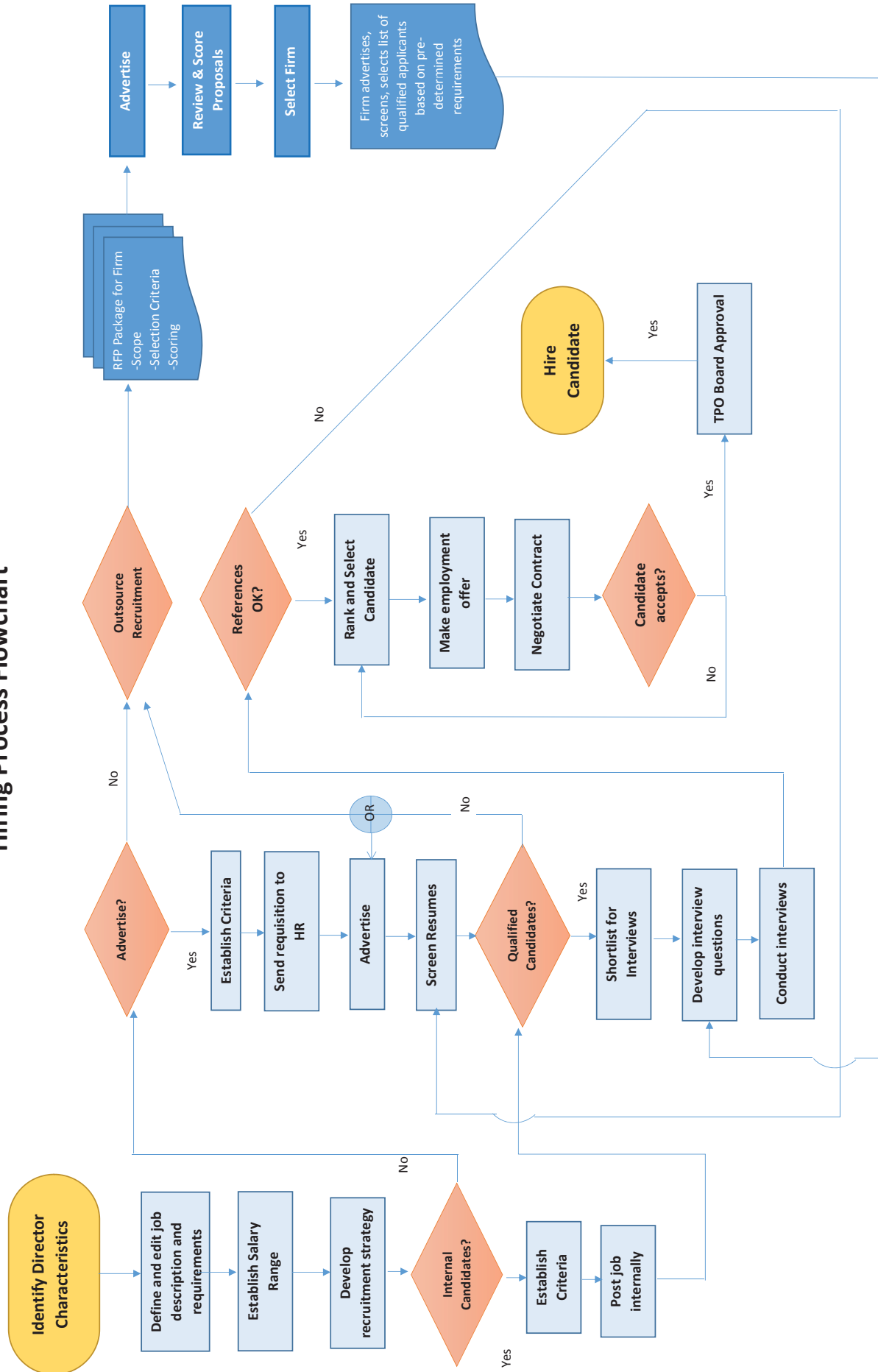
REQUESTED ACTION:

Identify Executive Director desired characteristics

ATTACHMENTS:

- *Hiring Process Flowchart*

Hiring Process Flowchart



ITEM NUMBER 3

Approval RE: SCTPO Executive Director Position Description and Requirements

DISCUSSION:

Based upon the previous agenda item, the Executive Director's Position Description needs to be reviewed and updated, if necessary, to reflect the knowledge, skills, and abilities that would be reflected in an individual with the established desired characteristics.

REQUESTED ACTION:

Approve Executive Director Position Description

ATTACHMENTS:

- *Current Executive Director Position Description*

EXHIBIT A

SPACE COAST TRANSPORTATION PLANNING ORGANIZATION

EXECUTIVE DIRECTOR JOB DESCRIPTION

CHARACTERISTICS OF THE CLASS: Performs skilled technical and administrative work implementing the federally mandated transportation planning process within Brevard County. Work includes working closely with the Space Coast Transportation Planning Organization (SCTPO) board and advisory committees. Supervise professional and administrative staff members.

EXAMPLES OF DUTIES: (NOTE: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are logical assignment to the position.)

Plans, assigns, directs and coordinates activities of the SCTPO staff. Determines staff assignments relative to programs and projects. Determines task development, schedules, quality assurance and reporting methods to be employed.

Develops the work plan and budget used by the SCTPO and ensures that the transportation planning process is performed in compliance with the current Unified Planning Work Program and applicable state and federal regulations. Monitors the status and compliance of all SCTPO agreements and contracts.

Participates in SCTPO Board and advisory committee meetings. Directs the preparation of the SCTPO meeting agenda and support materials. Provides technical and policy guidance to SCTPO and Advisory Committees during meetings. Conducts briefings with SCTPO members as requested.

Serves as the primary staff liaison to State and federal transportation planning agencies for the SCTPO. Meets with State and Federal senior staff to coordinate plans and programs and to resolve issues.

Manages and participates in technical activities to support development of local and regional transportation plans and program; including transportation corridor studies and travel demand and demographic forecasting.

Provides technical and policy assistance on transportation matters to the SCTPO, as requested.

Participates in regional, State and national transportation policymaking through involvement with professional organizations; such as the Central Florida MPO Alliance, the MPO Advisory Council and the Association of MPOs.

Provides technical assistance to municipalities and the Board of County Commissioners on concurrency, transportation impact analysis, and transportation engineering and traffic management. Supervises all technical support services provided by the SCTPO to the Board of County Commissioners.

Facilitates public involvement in various planning projects, including the Long Range Transportation Plan and Transportation Improvement Program. Makes presentations to community groups on transportation issues.

Performs related work as required.

SPACE COAST TRANSPORTATION PLANNING ORGANIZATION

EXECUTIVE DIRECTOR JOB DESCRIPTION

REQUIREMENTS:

EDUCATION AND EXPERIENCE: Graduation from an accredited college or university with a Master's degree in Transportation Planning, Civil Engineering, Urban Planning, Geography or closely related field PLUS four (4) years of progressively responsible experience in Urban/Regional Planning including two (2) years of supervisory experience.

Transportation planning experience with Florida local governments or State and Federal agencies involved in Florida sub-state regional transportation planning is preferred.

Additional qualifying education and/or experience which provides the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

KNOWLEDGE, SKILLS AND ABILITIES: (NOTE: The knowledge, skills, and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions.)

Thorough knowledge of the principles, practices and methods of multi-modal transportation planning and programming.

Thorough knowledge of research practices and techniques.

Thorough knowledge of preparation of community studies and reports.

Thorough knowledge of analytical planning techniques applied in the collection and analysis of data and information pertaining transportation planning issues.

Good knowledge of computers, microcomputers and transportation software.

Good knowledge statistics, economics and municipal finance as applied to public planning.

Good knowledge of highway design requirements

Ability to interpret and analyze planning data and make conclusions.

Ability to interpret applicable federal, State and local planning legislation, rules and legislation.

Ability to apply statistical methods to data.

Ability to prepare and present graphic and/or written reports.

Ability to establish and maintain effective working relationships.

Ability to effectively communicate complex ideas both orally and in writing.

Ability to organize, direct and implement comprehensive current and advanced planning programs.

Ability to analyze budget and technical reports.

Ability to effectively organize meetings involving local elected officials.

Ability to direct and supervise the work of others.

Ability to interact effectively with print and electronic media.

New effective October 1, 2010.

ITEM NUMBER 4

Approval RE: SCTPO Executive Director Position Salary Range

DISCUSSION:

Considering the level of knowledge and experience required, the Selection Committee shall establish a salary range to be utilized for filling the Executive Director position. Actual salary will be negotiated upon selection of candidate and will consider the specific skillset possessed by the qualified candidate.

REQUESTED ACTION:

Approve Executive Director Position Salary Range

ATTACHMENTS:

- *TPO Director's Salary Study Results (from Cody & Associates, 2016)*

MPO Name	Director Salary*	Years in Position	# Staff	MPO Population
Broward MPO	\$ 185,604.00	6	23	1,803,595
MetroPlan Orlando	\$ 170,411.00	20	17	1,857,706
North Florida TPO	\$ 158,992.00	7 yrs Director/16 total	8	1,177,482
Pinellas TPO	\$ 147,000.00	1	17	930,649
Space Coast TPO	\$ 133,250.00	18 yrs Director/29 total	8	561,714
Palm Beach MPO	\$ 132,118.00	3	12	1,301,703
Sarasota-Manatee MPO	\$ 129,938.00	1 yr Dir., 5 yrs Plans Manager	9	690,218
Hillsborough	\$ 122,008.00	2	13	1,256,179
St. Lucie TPO	\$ 108,000.00	8	4	273,306
River 2 Sea (Volusia)	\$ 97,850.00	3	7	542,668
Lake Sumter MPO	\$ 97,343.00	11	6	302,574
Indian River County	\$ 92,001.00	12	3	128,587

*Figures are from 2016 Cody Pay Study and Update Analysis. Agencies with "Adjusted" salaries have been adjusted for Cost of Living. Indian River County, River 2 Sea, and Orlando MetroPlan were not adjusted as these are neighboring counties and are considered commutable. St. Lucie County has the same cost of living so no adjustment was made. The Space Coast TPO Director Salary reflects current salary as of July 1, 2017.

ITEM NUMBER 5

Approval RE: Recruitment Strategy

DISCUSSION:

During the discussion of the overall hiring process, three options were provided on different approaches for the selection committee's consideration. These were to pursue hiring an internal candidate from current staff, advertise the position, or outsource the solicitation process. Staff will present some of the pros and cons for each option.

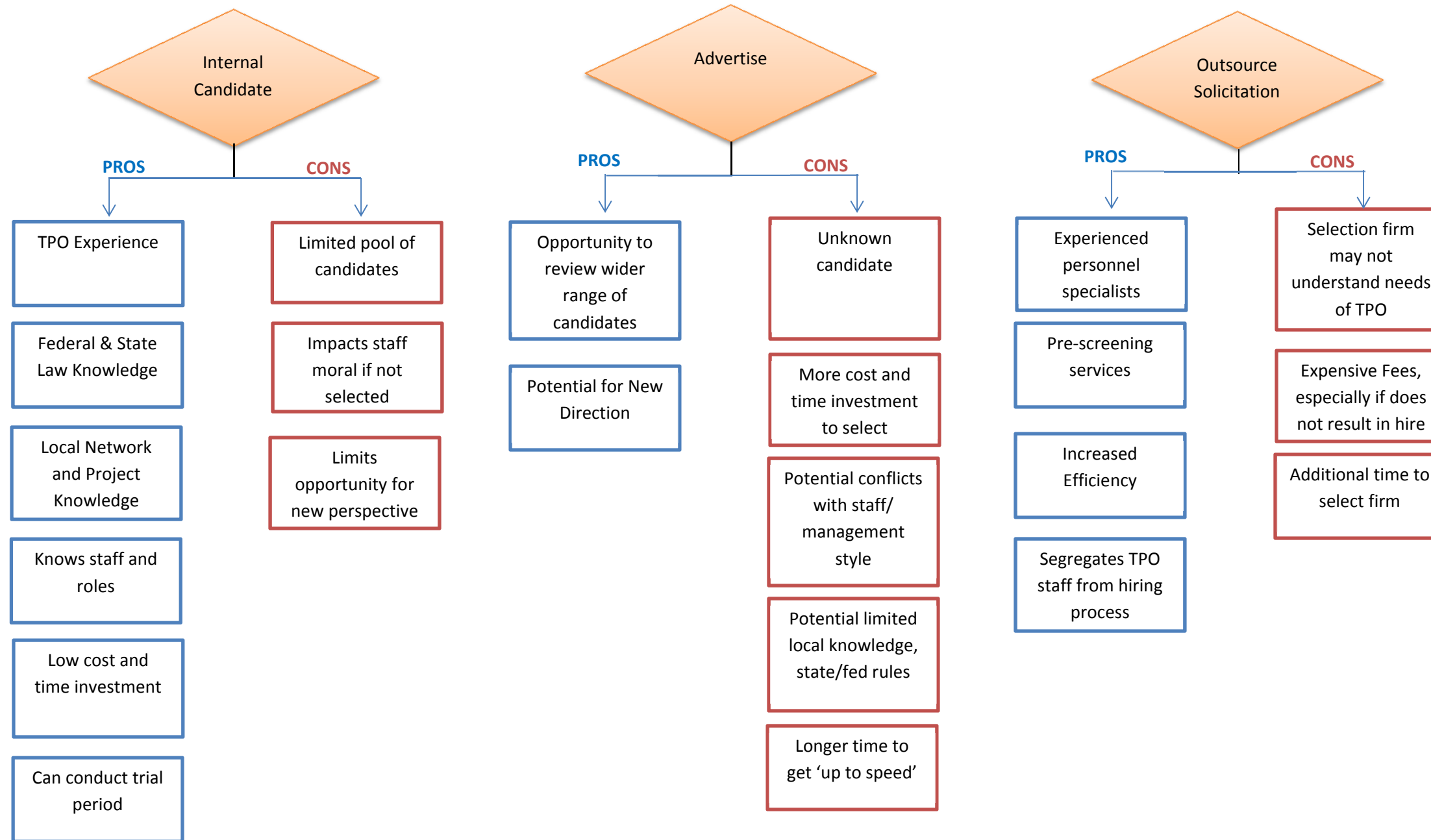
The selection committee will discuss the various options and either choose one from those presented or select a different approach.

REQUESTED ACTION:

Select and Approve Recruitment Strategy

ATTACHMENTS:

- *Recruitment Options Analysis*



ITEM NUMBER 6

Approval RE: Screening Criteria and Job Announcement

DISCUSSION:

Based upon which recruitment strategy is selected, the Selection Committee will need to determine the criteria to be used in either screening applications or selecting a recruiting firm.

Second, the Selection Committee will need to determine how long to post the job announcement or request for proposals and what types of media to utilize (print, web, social media, etc.)

REQUESTED ACTION:

Approve Screening Criteria and Job Announcement

ATTACHMENTS:

- *Draft Job Announcement*

EXECUTIVE DIRECTOR SPACE COAST TRANSPORTATION PLANNING ORGANIZATION, BREVARD COUNTY, FLORIDA

The Space Coast Transportation Planning Organization (SCTPO) seeks to fill the Executive Director position with a highly qualified candidate to oversee the staff, transportation plans and programs needs of a dynamic and diverse area of East Central Florida. The SCTPO is the Metropolitan Planning Organization (MPO) for Brevard County, Florida. The MPO serves 450,000 residents residing in the Palm Bay/Melbourne and Titusville urban areas.

The SCTPO Board seeks a politically savvy leader who is experienced in working with elected officials, has proven expertise at successfully building consensus and experience coordinating diverse local political and transportation agencies and state and federal organizations to solve Brevard County's complex transportation challenges.

The ideal candidate will be a dynamic leader with a strong presence who will bring innovative ideas and approaches, yet is sensitive to each jurisdiction's and agency's political needs and nuances. The new Executive Director for SCTPO will bring the ability to gain immediate community respect, be a problem solver and have proven experience in working with a diverse public and an engaged board.

The Director will promote solutions that embrace a variety of transportation modes in a manner that maximizes mobility of people and goods and ensures that transportation plans and services are consistent with existing goals and objectives.

Special Features of Brevard County Transportation System

For an area its size, Brevard County is notably rich with transportation resources. This is one of the few places in the country with a "quintimodal" transportation system. The SCTPO coordinates transportation planning and implementation with the following major transportation agencies:

1. Brevard County is best known as the home of the **Kennedy Space Center**. Together with the Cape Canaveral Air Force Station, collectively known as the Florida Spaceport, Brevard features the finest space launch facility in the world. Space is a mode of transportation under Florida law. The SCTPO coordinates with KSC and Space Florida staff in activities to enhance commercial space exploration.
2. **Port Canaveral** is the second busiest cruise port in the world. The Port is currently expanding its freight capabilities.
3. **Orlando Melbourne International Airport** is in the center of a large and growing high tech business complex that includes Harris Corp, General Electric, Northrup Grumman, Embraer Corporate Jets and Rockwell Collins.
4. The **Florida East Coast Railway**, a class 2 freight railroad, is proposed to also carry the Brightline high speed passenger rail service between Orlando and Miami.
5. The **surface network** includes I-95 and SR 528, both limited access highways. Roadways are operated by local governments and the Florida Department of Transportation. Space Coast Area Transit is operated by the Board of County Commissioners. The SCTPO is actively involved in efforts to construct regional east-west (Coast to Coast) and north-south (River to Sea) trail systems.

The three “ports” (air, sea and space) are unlike similar facilities elsewhere. Each is a major regional traffic generator that significantly affects local travel patterns. The facilities influence the SCTPO’s long and short range planning, project programming, congestion management, freight planning, tourism and inter-agency coordination.

The SCTPO Organization

The SCTPO is organized under an inter-local agreement between Brevard’s fifteen municipalities and the Board of County Commissioners. The organization is independent. Some financial services and employee benefits are contracted from Brevard County. Staffing consists of nine employees. The Director works under a contract with the SCTPO Board. The Director is responsible for securing staff and managing all planning activities. The agency budget is \$2.1 million per year.

The SCTPO staff is guided by a strategic plan annually adopted by the Board. Annual performance evaluations, including the Director, are based largely on meeting assigned strategic plan objectives.

The SCTPO team guides the development of a comprehensive multimodal regional transportation system and ensures that the region continues to receive funding through the U.S. and Florida Departments of Transportation. Like all MPOs, it is the SCTPO’s responsibility to develop the Long Range Transportation Plan, and the short range program, the Transportation Improvement Program (TIP). In the upcoming five-year period, over \$700 million of state and federal funds are allocated for Brevard County multi-modal projects.

The SCTPO staff is engaged in a wide range of transportation planning activities. Performance monitoring; bike/ped safety; trail, complete streets and sidewalk development; corridor planning; public outreach and regional coordination are other important staff activities. The SCTPO has received national recognition for its work in bike/pedestrian safety education. Current plans and programs may be viewed at <http://www.sctpo.com>.

The Board and Committees

The SCTPO Board consists of nineteen members -- thirteen members representing local municipalities, all five Brevard County Commissioners and one Canaveral Port Authority Board member. The Policy Board provides policy guidance and direction for the SCTPO. The Board and Committees meet nine times per year.

The Policy Board is advised by the:

1. Executive Committee composed of the TPO officers and two at large members. The Committee researches and discusses policy topics in more depth than can be done at a regular Board meeting. Recommendations are then presented to the Policy Board for consideration.
2. Technical Advisory Committee (TAC) comprised of staff from local governments and stakeholder agencies.
3. The Citizens Advisory Committee is composed by appointees submitted by the TPO Board members.
4. The Bicycle/Pedestrian/Trails Committee consisting of interested local government staff and citizens.

The Executive Director plans board and committee meetings, maintains records, meeting minutes and other documents or correspondence associated with the functions of the SCTPO Board, and advises the board on application of federal and state laws and regulations.

The Position of Executive Director

Under direction of the SCTPO Board, the Executive Director is responsible for overseeing the planning, management and coordination of the SCTPO organization and staff. The ideal candidate will demonstrate leadership, innovation, technical comprehension, multimodal outlook, coordination and team-building skills.

Each MPO is different due in part to local policies, transportation system characteristics and state law. In order to facilitate the transition into the role of SCTPO Director and to minimize the “learning curve,” the preferred candidate will have ideally served for several years in a senior position of responsibility with a larger Florida MPO.

The ideal candidate brings related experience to perform the following duties:

- **Leadership:** The ideal candidate will convey executive presence; demonstrate the ability to “see the big picture;” bring a record of innovation; be a strong consensus builder; be able to quickly gain the respect of the board, city and county officials, and agencies; and bring a sensitivity in handling delicate political nuances. The Director must have proven experience in working with a diverse public and an engaged board and must demonstrate high integrity and personal ethics.
- **Strategic Planning:** The Director will be responsible for conducting the urban transportation planning process that allows SCTPO to receive federal and state transportation funds. The selected candidate will bring experience in strategic planning and developing funding opportunities to generate new and innovative approaches to fund regional transportation projects.
- **Program Planning:** The ideal candidate will direct the production and compliance of the Long Range Transportation Plan and Transportation Improvement Program (TIP). These plans will address regional challenges and assist in the continuation of transportation improvements in cooperation with other transportation agencies. The candidate will have a track record in formulating and managing innovative planning initiatives that address critical regional transportation problems.
- **Transportation Project Delivery:** The SCTPO has a strong interest in seeing that planning activities lead to the allocation of resources needed to correct identified deficiencies. The successful candidate will have practical experience of the highway funding, environmental review and design process and a track record of drawing together local, state, federal and private support and funding needed to implement priority improvements.
- **Financial, Budgeting and Contract Planning:** The ideal candidate will bring experience in budgeting, fiscal planning and fiscal reporting; direct the oversight and approval process for federal and state transportation funds received; work with FDOT in the grant management process. The Director will bring an

understanding of project management and contracting experience to award and monitor project contracts and performance; coordinate projects and serve as a liaison with federal, state and local agencies to ensure that mobility projects are implemented in a timely manner.

- **Leading People:** The ideal candidate must be a seasoned leader in hiring, mentoring and developing qualified staff and a diverse workforce; must be able to run a strong organization and measure success by outputs; assess the performance of the organization and its core responsibilities by setting high standards of performance for staff; and set departmental expectations to achieve organizational results and SCTPO Board directives. The candidate must be able to delegate rather than micro-manage staff activities.
- **Executive Presence:** The ideal candidate will have superior presentation skills, verbal and written, to present, explain, justify and defend complex policies and issues; must be able to provide practical solutions to complex issues; must be comfortable in any setting and be experienced in providing presentations to public officials, the media and citizen groups.

Qualifications

The position requires a degree from an accredited four year college or university with major coursework in Public Administration, Urban or Regional Planning, Transportation Planning, Engineering or in a field related to the job, plus six years of related experience of which two years which were in a managerial capacity. A Master's degree may substitute for two years of the required experience. Twelve or more years of responsible, directly-related experience with a transportation planning agency may be considered in lieu of a degree.

Salary: Commensurate with experience and includes excellent benefits and a retirement package.

How to Apply

To be considered for this position, interested candidates will apply online at Brevard County Office of Human Resources. Please attach a resume and cover letter. Job posting closes ...