



**THE METROPLAN BOARD OF DIRECTORS**  
Invites applications for the position of:

**EXECUTIVE DIRECTOR OF METROPLAN –**  
***The CENTRAL ARKANSAS MPO***

Located in Little Rock Arkansas, Metroplan is the voice of regionalism and works closely with citizens, civic and business organizations and local governments to develop consensus-backed solutions that contribute to our region's long-term vitality.

Formed as the Metropolitan Area Planning Commission of Pulaski County, Arkansas in 1955, Metroplan has served as the area's federally designated Metropolitan Planning Organization (MPO) since 1972. It's function as an MPO is to work with local governments, the state DOT, and local transit providers to determine transportation needs and funding priorities for federal transportation investments. Metroplan provides general planning, mapping, and technical assistance to local governments.

**RESPONSIBILITIES**

- Organizational Management
  - Strategic vision and direction – Develop and build support for a strategic vision for the future direction of the organization working with various stakeholder groups and the Metroplan Board of Directors.
    - Ensures that the Board of Directors is kept fully informed on the condition of the agency and any trends, events, or emerging issues of significance to the agency's success.
    - Represents the organization on regional/local boards.
    - Evaluates legislative activities and regulation changes with the impact upon the organization.
  - Staffing – Oversees the recruitment, employment, and evaluation of Metroplan personnel.
    - Supervises all organization staff, either directly or indirectly through senior staff.
    - Develops organization-wide goals, objects, policies, and procedures in accordance with the directional strategy of the Board of Directors and the organization as a whole.
    - Reviews all reports and presentations.
  - Finance – Oversees the budgeting, accounting, grants management and purchasing functions of the organization. Familiarity with federal funds account requirements and grant reporting requirements is helpful.

**KNOWLEDGE BASE**

Applicant should possess a working knowledge of some or all of the following fields (not listed in priority order):

- Transportation planning

- Urban/regional/community planning
- Geographic Information Systems (GIS)
- Demographics
- Sustainable and resilient development
- Environmental issues (water quality, air quality, solid waste, climate change)
- Water Resources (long-term potable water, watershed protection)
- Public policy development

#### **EDUCATION/EXPERIENCE (minimal preference)**

- Master's degree or equivalent experience in public administration, business administration, engineering, urban, regional, or community planning, or similar.
- Executive management, program management, or supervisory experience.
- Experience working in or with a metropolitan planning organization, regional council, economic development district, planning and development district, or comparable regional organizations.
- AICP Certification (recommended)

#### **PERSONAL TRAITS**

A successful candidate for the position should exhibit the following personal traits:

- Excellent communication skills – writing, editing and public speaking.
- Professionalism in attitude and appearance for representing the organization.
- Ability to understand and manage high-profile, sensitive, or controversial political situations.
- Ability to work collaboratively in decision-making/problem solving and a desire to seek a win/win solution.
- Orientation to the future, regional perspective, and a global vision.
- Generalist, with a working knowledge of many topics effecting urban growth.
- Commitment to seeking and advocating for the common good.
- Strong problem-solving and negotiation skills.
- Self-starter and self-motivator.
- Possess the highest ethical and professional standards.
- Be flexible and readily able to adapt in rapidly changing circumstances.

#### **SALARY AND BENEFITS**

The salary and the benefits package are competitive and dependent upon experience and qualifications.

#### **APPLICATION PROCESS**

Submit cover letter and resume to:

Metroplan  
Cindy Segebarth, HR and Administrator  
Representing Metroplan's Board of Directors  
501 West Markham, Suite B  
Little Rock, AR 72201

Or email to:

[csegebarth@metroplan.org](mailto:csegebarth@metroplan.org)

Applications will be accepted through April 4, 2023. For more information or questions:

[csegebarth@metroplan.org](mailto:csegebarth@metroplan.org)