

FULL POLICY BOARD AGENDA
POLICY BOARD MEETING
WEDNESDAY, OCTOBER 11, 2023 – 12:00 PM
RIO GRANDE VALLEY METROPOLITAN PLANNING ORGANIZATION (RGVMPO)

SPECIAL MEETING

HYBRID

[Click here to join the meeting](#)

Pursuant to Chapter 551, Title 5 of the Texas Government Code, the Texas Open Meeting Act, NOTICE IS HEREBY GIVEN that a meeting of the RGVMPO POLICY BOARD will be held hybrid. In person at the LRGVDC Main Campus, 301 W. Railroad Street, Building B, Ken Jones Executive Board Room in Weslaco, TX

I. Call To Order

II. Roll Call

III. Public Comments – Maybe submitted online or maybe submitted in paper form specifying the matter you wish to address.

IV. Consent Agenda

1. Acceptance of Andrew Canon's resignation

Action Possible Action Information

Presenter: **Judge Eddie Trevino, Jr., Chairman**

Item Summary: Acceptance of Andrew Canon's resignation

2. Appointment of Interim Executive Director

Action Possible Action Information

Presenter: **Judge Eddie Trevino, Jr., Chairman**

Summary: Appointment of Interim Executive Director for the Rio Grande Valley Metropolitan Planning Organization (RGVMPO)

Background: Interim Director, Section 108 (c) Interim RGVMPO Executive Director. The RGVMPO Transportation Policy Board may designate an Interim RGVMPO Executive Director to perform the duties of RGVMPO Executive Director during such times as the position of Executive Director is vacant. The Interim RGVMPO Executive Director need not be an employee of the RGVMPO.

3. Approval of Job Description for Executive Director

Action Possible Action Information

Presenter: **Judge Eddie Trevino, Jr., Chairman**

Summary: Approval of Job Description for Executive Director for the Rio Grande Valley Metropolitan Planning Organization (RGVMPO)

V. Other Business (Old or New): This item provides an opportunity for members to bring items of interest before the group.

VI. Next Meeting: The next RGVMPO Policy Board Meeting is scheduled for 1:30PM **October 25, 2023, at the Ken Jones Boardroom - Weslaco**

RIO GRANDE VALLEY METROPOLITAN PLANNING ORGANIZATION
(Administrative Services Provided by the LRGVDC)

Executive Director/Director VII
JOB DESCRIPTION

LRGVDC CLASSIFICATION INFORMATION

DEPARTMENT: Transportation
DIVISION: RGVMPO
TITLE: Executive Director

STATE CLASSIFICATION INFORMATION

CLASS TITLE: Director VII
JOB STATUS: Exempt
SALARY GROUP: B32

SUMMARY OF POSITION

This is a leadership position with full responsibility for all aspects of the Rio Grande Valley Metropolitan Planning Organization (RGVMPO) operations, including the coordination and negotiation with member and partnering agencies. The Executive Director is accountable to the counties of Cameron and Hidalgo and also supports the neighboring counties in the Rio Grande Valley region. This position is under the general supervision of the Transportation Policy Board (TPB) Chair and the Executive Director of the Lower Rio Grande Valley Development Council. The MPO Director is expected to provide leadership to the TPB and the MPO staff related to long and short-range planning of multimodal transportation systems, facilities, air quality, services, and their requirements. The RGVMPO Director is responsible for executing the transportation planning and programming tasks assigned to the MPO Staff through the Unified Planning Work Program, as outlined in 23 USC 134(f) and 49 USC 8 in order to maintain Federal Certification. The RGVMPO Director is expected to be an active member in civic/community-oriented associations.

ORGANIZATIONAL RELATIONSHIPS

- 1. Reports to:** RGVMPO Transportation Policy Board and LRGVDC Executive Director
- 2. Directs:** RGVMPO Staff
- 3. Administrative:** Coordinates compliance with the fiscal agent's (LRGVDC) procurement and human resources policies and procedures.
- 4. Other:** Works closely with Policy and Technical Representative's of RGVMPO local government members has frequent contact with local elected officials, state and federal government representatives, and the general public.

EXAMPLES OF RGVMPO FUNCTIONS & RESPONSIBILITIES

- ❖ Prepares plans and conducts technical studies relating to transportation in Cameron and Hidalgo Counties;
- ❖ Facilitates and participates in:
 - Development of all TPB meetings and its committee meetings agendas
 - Recruitment, selection, motivation, training, development, and retention, of RGVMPO staff
 - Development implementation, and evaluation of:
- ❖

- TPB objectives, policies, and priorities
 - RGVMPO delivery methods, procedures, and publications:
 - Project work designs and methodologies for planning studies;
 - RGVMPO Budget;
 - RGVMPO delivery methods, procedures and publications;
 - Highly technical studies, report, model, and systems, including an annual performance and expenditure report.
- ❖ Develop, maintain, and implement the Unified Planning Work Program (UPWP), the Metropolitan Transportation Plan (MTP), and the Transportation Improvement Program (TIP) in cooperation with the participating agencies and staff;
 - ❖ Work with the TPB to ensure comprehensive and cooperative policies, plans and processes reflect the current and future transportation and growth management needs of the RGVMPO Study Area:
 - ❖ Increase the RGVMPO's visibility as the primary regional transportation planning forum;
 - ❖ Coordinate, oversee, and participate in the compilation and maintenance of data bases;
 - ❖ Develop and calibrate computerized transportation planning models;
 - ❖ Develop and code thoroughfare and transit network;
 - ❖ Evaluate software programs and procedures for data manipulation and analysis;
 - ❖ Conduct education and leadership development programs for TPB members;
 - ❖ Ensures timely and cooperative communication and coordination between community stakeholders (i.e., TPB members, citizens, elected officials, advocacy groups, etc.) other governmental agencies, staff, and the media to build the consensus for the implementation of an inclusive transportation planning process;
 - ❖ Travel within and outside the RGVMPO Study Area to attend relevant meetings involving organizations with vital strategic links to the RGVMPO;
 - ❖ Seek abreast of state and federal legislation, policies, and summarizes potential impacts of changes;
 - ❖ Comply with all applicable local, state and federal laws;
 - ❖ Performs other related duties as assigned.

WORKING CONDITIONS

In performing the duties of this job, the Executive Director generally works in a business office setting. In the normal course of business, the Executive Director will be required to frequently travel to locations within and outside the RGVMPO area.

EDUCATION, TRAINING and EXPERIENCE

Master's degree in transportation planning, project management, public administration, urban planning, or related field with three (3) years of progressively responsible transportation planning and administrative experience, to include at least seven (7) of managerial/leadership experience.

Bachelor's degree in transportation planning, and project management, public administration, urban planning, or a related field with three (3) years or progressively responsible transportation planning and administrative experience, to include at least nine (9) years of managerial/leadership experience.

Valid Texas Class C Driver's License with an acceptable driving record.

Bilingual (English and Spanish) communication skills are desirable.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of local, state, and federal laws and regulations relevant to program areas; and of the principles and practices of public administration and management. Standard principles and practices of emergency communications, planning program development, implementation, and evaluation; local, state, and federal guidelines applicable to public safety programs; methods involved in survey information gathering and analysis; computer and communication equipment and operational procedures; law enforcement, fire, and emergency medical operations. Budgeting and grant administration practices and procedures; Microsoft Office Applications; computer knowledge-experience.

Skill in identifying measures or indicators of program and staff performance and in operating a computer and applicable software. Analyze and evaluate public safety services and activities; prepare and analyze program management reports, statements, and correspondence; develop and administer program budgets; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with other regional council employees, local and state government officials, public and private organizations, and the public.

Ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to prepare reports; to communicate effectively; and to plan, assign, and supervise the work of others.

Registration, Certification, or Licensure

- Valid/Current Texas Driver’s License
- May be required to be registered, certified, or licensed in a specialty area.

| | | |
|--------------------------------|----------------------|-------|
| _____ | _____ | _____ |
| Employee’s Printed Name | Employee’s Signature | Date |
| _____ | _____ | |
| Executive Director’s Signature | Date | |

Reviewed: 06/19/2020