SPACE COAST TRANSPORTATION PLANNING ORGANIZATION

CLASSIFICATION AND PAY PLAN

(As of August 1, 2022)

SPACE COAST TRANSPORTATION PLANNING ORGANIZATION
CLASSIFICATION AND PAY PLAN

This manual contains information on the Classification and Pay Plan which relates to positions of the Space Coast Transportation Planning Organization.

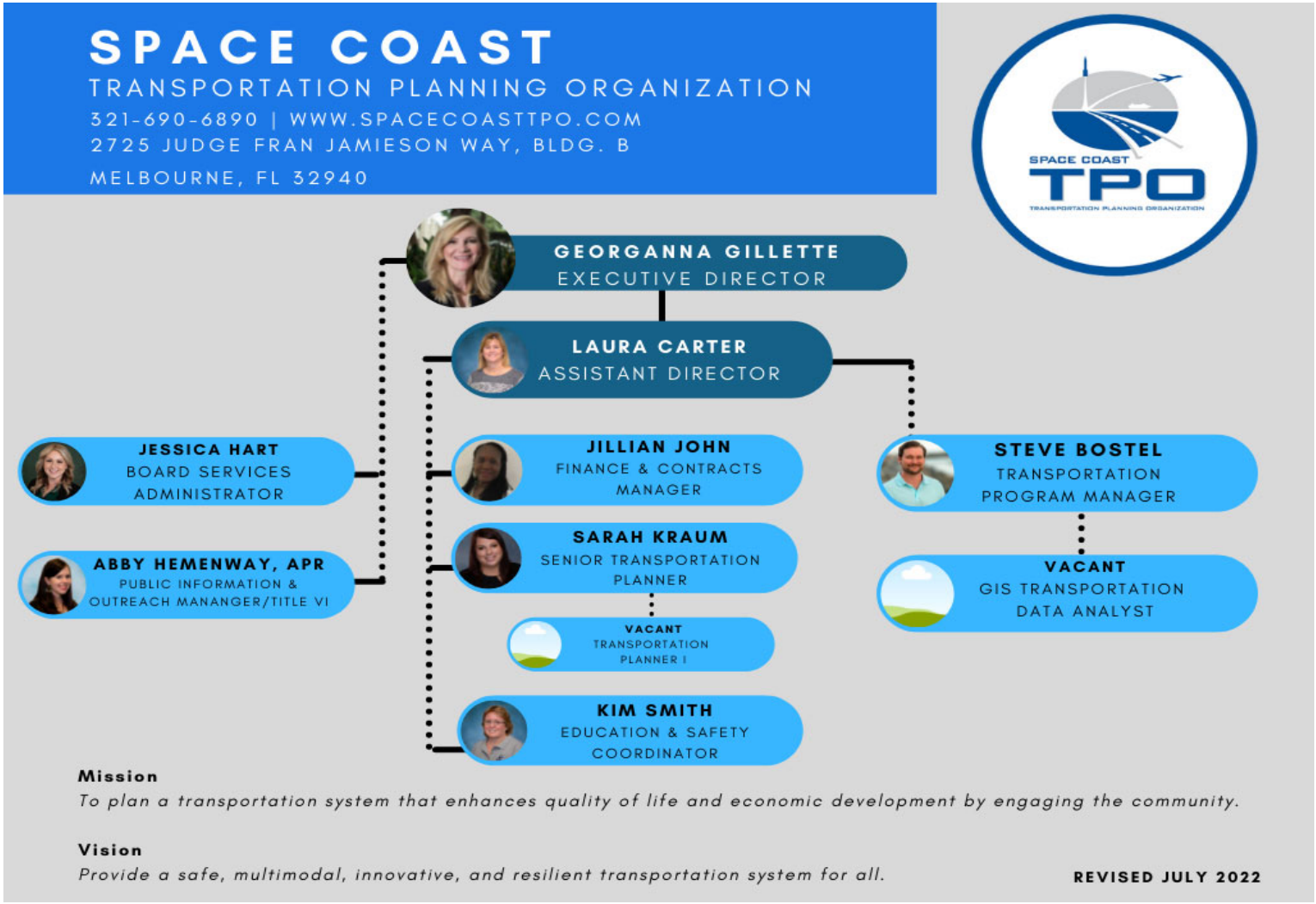
The plan was derived from an independent study and review conducted by the firm Cody & Associates, Inc. in 2016. The report and recommendations presented to the Space Coast Transportation Planning Organization Governing Board by Cody & Associates was approved and adopted on October 13, 2016.

Per Space Coast TPO Policy PLC-2, the Executive Director is responsible for the general administration of the TPO Personnel System, which includes ensuring that the TPO is staffed by professional and competent employees. As appropriate the Executive Director may revise and update the Classification and Pay Plan as necessary to comply with the needs of the TPO.

History of Updates to Classification and Pay Plan

November 7, 2016	Salary range adjustments and appropriate reclassifications were approved by the Executive Director.
June, 2018	A review of positions was conducted by newly appointed Executive Director approving reclass of Operations Manager to Assistant Director, re-naming of existing positions to clarify roles and edits to functions as appropriate.
August, 2020	The Multi-modal Program Specialist was reclassed to Senior Transportation Planner.
October, 2020	Temporary addition of Finance and Contracts Manager position, replacing Finance Clerk upon retirement
May, 2021	Revised Finance and Contracts Manager Job Description and removal of Finance Clerk position
September, 2021	Revised Office Specialist Job Description to Board Services Administrator
August 1, 2022	Added Transportation Planner I position, updated PIO Job Description and title change to Public Information & Outreach Manager, and updated salary ranges

Space Coast Transportation Planning Organization
Staff Organizational Chart



SPACE COAST TRANSPORTATION PLANNING ORGANIZATION
CLASSIFICATION AND PAY PLAN
EFFECTIVE AUGUST 1, 2022

Position/Title	Pay Range (Annually)	FLSA*
Board Services Administrator	$48,000.00 - $82,268.00	E
Education and Safety Coordinator	$48,000.00 - $82,268.00	E
GIS Transportation Data Analyst	$52,489.00 - $90,622.00	E
Transportation Planner I	$52,489.00 - $90,622.00	E
Finance and Contracts Manager	$55,000.00 - $90,000.00	E
Public Information & Outreach Manager	$63,565.00 - $109,268.00	E
Transportation Program Manager	$63,565.00 - $109,268.00	E
Senior Transportation Planner	$70,000.00 - $110,000.00	E
Assistant Director	$90,000.00 - $120,553.00	E
Executive Director	Per Contract	

*If employee's salary is below $47,476 or $913 per week for any time during the year the employee must be treated as a non-exempt employee and compensated at time and a half.

SPACE COAST TRANSPORTATION PLANNING ORGANIZATION
CLASSIFICATION AND PAY PLAN
EFFECTIVE AUGUST 1, 2022

Classification Alignment within Brevard County Classification and Pay Plan

Cons	CD# (Job#)	Position #	SCTPO Working Title	W/C Code	Pay Grade	EEO Code	CRS/ APTV
1515	1020	02614	Board Services Administrator	8810	UNG	B	CRS
0440	3601	01215	Public Information & Outreach Manager	8810	UNG	B	CRS
0310	9050	03634	Education & Safety Coordinator	8810	UNG	B	CRS
	3609	07229	Transportation Planner I	8810	UNG	B	CRS
0140	3602		GIS Transportation Data Analyst	8810	UNG	B	CRS
	3593	07276	Finance and Contracts Manager	8810	UNG	B	CRS
0120	3595	12904	Transportation Program Manager	8810	UNG	B	CRS
4673	3604	00270	Senior Transportation Planner	8810	UNG	B	CRS
4672	3594	04587	Assistant Director	8810	UNG	B	CRS
0050	3605	00470	Executive Director	8810	UNG	A	APTV

The following legends will assist in interpreting the data presented in the Classification Alignment within the Brevard County Classification and Pay Plan.

CONS. CC# = Consolidated Cost Code Number
The four-digit number, used in conjunction with a three-digit object code (assigned by County Finance), which identifies the consolidated classification of each position for budget and payroll purposes.

CD# = Class Description Number (also known as the Job Number)
The four-digit number which identifies the specific class description of each working classification. However, if a classification designated as salaried is assigned to an hourly part-time or full-time position, the two digit prefix ‘10’ will be attached.

WORKING TITLE = Working Classification Title
The title of the specific working classification title used for positions within the SCTPO Organization.

W/C CODE = Workers' Compensation Code
The four-digit code, used to designate the appropriate job categories defined by the State of Florida, which determines the appropriate Workers' Compensation premium.

PAY GRADE = Assigned Pay Range
The three digit or character code which identifies the pay range for positions in a classification. All Space Coast TPO staff are considered UNG, ungraded.

EEO CODE: Equal Employment Opportunity categories
A one letter code, used to designate the eight job categories defined by the Equal Employment Opportunity Commission, which is needed for reporting purposes.

The codes are defined as follows:

(01) A – Official/Administrator
(02) B – Professional
(03) C – Technician
(04) D – Protective Service
(05) E – Paraprofessional
(06) F – Office/Clerical
(07) G – Crafts/Trades
(08) H – Service Maintenance

CRS or APTV: Career or Appointive Service Position
The Space Coast TPO staff positions shall be considered Career Service (CRS) unless specifically identified differently. The Executive Director is the only position considered Appointment (APTV) and serves directly under the Space Coast TPO Governing Board via contract.

The Space Coast TPO was created on October 19, 1977 under the requirements of the Federal-Aid Highway Act of 1962. Any subsequent Act that dissolves the requirements for MPO's to exist, employment shall not be guaranteed by the SCTPO. Also, reductions or removal of funding for MPO programs at the Federal level may result in position reductions/eliminations.

SPACE COAST TRANSPORTATION PLANNING ORGANIZATION
JOB DESCRIPTION
Board Services Administrator

Reports To: Executive Director	**FLSA:** Exempt

General Description

The Board Services Administrator's primary function is to provide skilled clerical, financial, and administrative support to the Space Coast TPO Board and its committees under general direction of the Executive Director and Assistant Director. This position requires considerable interaction with internal and external high-level contacts, and the general public using tact, diplomacy and proper phone etiquette. This position also requires the necessary technical and personal skills to perform general office functions that ensure an efficiently run organization.

Essential Functions

- Handle incoming calls from general public, agencies, and elected officials and provide requested information, take messages and routing as needed in a professional and helpful manner.
- Promote a harmonious and effective working relationship with the TPO Board and Committee members, TPO staff, members of the public and personnel from other agencies.
- Plan and coordinate necessary preparations and support requirements for all TPO Board and Committee meetings.
- Establish, post and provide notice of all TPO Board and Committee meeting notices and agendas.
- Coordinate preparation and distribution of TPO and Committee agenda packages.
- Perform as custodian of official records of TPO Board and Committee documents. Establish and follow required record keeping policies and procedures and ensure adherence to public records retention laws and public record requests.
- Record and transcribe official TPO and Committee meeting minutes.
- Respond to inquiries, requests, and concerns of the public, media, public agencies relative to Board matters in coordination with Executive Director or other designated staff.
- Maintain and monitor TPO Board and Committee appointments, attendance and member recognition program.
- Research and obtain quotes for office equipment and materials. Responsible for maintaining and ordering of office supplies.
- Assist with financial operations such as payment of consultant and vendor invoices, VISA reconciliations, and processing of bi-weekly payroll.
- Arrange travel reservations and prepare, coordinate and process travel reimbursement requests.

- Process incoming and outgoing daily mail including preparing and scheduling of materials for shipping.
- Perform annual property inventory and maintain database for procurement, transfer and disposal of TPO property.
- Report problems with office lighting, AC, etc. through creation of work orders.
- Process personnel actions and maintain personnel files.
- Perform related work as required.

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

Minimum Education and Experience

- High school degree or equivalent with two (2) years of general clerical experience plus two (2) years of responsible, independent secretarial work that includes experience with word processing software.
- Minimum of one (1) year taking and transcribing meeting minutes for any type of formal board, group, association, etc.
- Equivalent combination of education and relevant experience may be substituted.

Licenses or Certifications

- Notary Public in Florida
- Valid Class C Florida Driver's License

Knowledge, Abilities, and Skills

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Proficient in Adobe Acrobat
- Knowledge of modern office practices, procedures, and equipment
- Knowledge of advanced secretarial practices and techniques
- Knowledge of basic arithmetic, business English, spelling, rules of composition and grammar
- Ability to communicate effectively orally and in writing and use proper phone etiquette
- Ability to maintain files alphabetically, numerically, and categorically
- Ability to maintain records and logs; assemble data and prepare standard forms
- Ability to maintain discretion and confidentiality and judgment in carrying out administrative details
- Ability to use independent judgment in interpreting and enforcing policies and procedures
- Ability to interact with internal and external high level contacts with tact and diplomacy
- Ability to work independently
- Ability to establish and maintain effective working relationships
- Possesses skill sets appropriate to effectively employ the above knowledge and abilities

Work Environment

- Work is primarily sedentary in an office environment with minimal safety/health hazard potential. Mobility within an office environment.
- Acceptable vision and hearing, with or without correction.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Georganna Gillette	September 7, 2021
Signature	Date

SPACE COAST TRANSPORTATION PLANNING ORGANIZATION

JOB DESCRIPTION

Public Information & Outreach Manager

Reports To: Executive Director	**FLSA:** Exempt

General Description

The Public Information & Outreach Manager performs skilled professional work in public communications, developing and coordinating a public information and outreach program that promotes awareness and understanding of transportation planning, projects, and issues through proactive communication with citizens, news media, and community partners. The position is also the contact for all Title VI and non-discrimination complaints.

Essential Functions

- Develop and execute a public information program that ensures a level of community involvement in the region's transportation planning process that meets or exceeds federal and state requirements, as outlined in the organization's Public Participation Plan.
- Responsible for developing, implementing and updating the organization's Public Participation Plan.
- Manage the concept development, writing, graphic design, and production of all communication materials, including press releases, annual reports, newsletters, brochures, collateral materials, special publications, and social media content.
- Responsible for the organization's brand and visual identity, including graphic standards, to
  ensure a consistent look for all products.
- Manage media relations for the organization, serving as the liaison for the Executive Director.
- Manage the design, operation and maintenance of the organization's website as an effective two-way communication tool; incorporate enhancements to improve effectiveness.
- Develops and implements educational and public outreach programs related to transportation planning, public safety, and alternative transportation options.
- Monitor, research, and analyze trends affecting the region's transportation system for the purpose of identifying new opportunities.
- Identify new opportunities for engaging the community in the region's transportation planning process, with a special emphasis on groups who may be underrepresented in such activities.
- Develop and maintain solid working relationships with the organization's community partners, including local jurisdictions, other transportation agencies and the modal partners, leveraging resources to increase effectiveness and reach

- Coordinates special events, public meetings, and open houses including development and/or providing support for current and potential planning projects and special events that promote organizational goals.
- Prepare talking points and presentations for the Executive Director and staff; identifies public speaking opportunities.
- Represent the organization at business and community events.
- Coordinate with internal and contract/consultant staff during the development of the core work products, ensuring all federal requirements for public involvement are met or exceeded.
- Manage special public involvement projects and oversee contract/consultant staff to develop products and deliverables that align with the organizational goals.
- Supervise Safety and Education Coordinator position and carry out supervisory responsibilities as applicable to the Public Information & Outreach Program, deemed suitable by the Executive Director.
- Serve as Title VI Coordinator for the organization and lead organization's compliance activities.

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

Minimum Education and Experience

- Bachelor's degree from an accredited college or university in English, public relations, marketing, journalism or related field; minimum of five years' experience, to include strategic communications, media relations, outreach partnerships, project management, and special event coordination.
- Master's Degree or industry accreditation preferred.
- Equivalent combination of education and relevant experience may be substituted.
- Experience with Microsoft Office, Windows, Adobe, Website Content Management Systems, Graphic Design Programs, Social Media Channels (Facebook, Twitter, YouTube, LinkedIn, Nextdoor)

Licenses or Certifications

- Valid Class E Florida driver's license.

Knowledge, Abilities, and Skills

- Ability to be a self-learner, self-starter, versatile, creative, highly detailed, organized, and thorough.
- Ability to communicate effectively, both orally and in writing to a wide range of ages and constituents including municipal, county, state and federal officials, professionals, and the public.
- Ability to respond to inquiries, requests for information, and concerns from the public, elected officials, businesses and regulatory agencies.

- Ability to develop presentations, prepare speeches, write articles and collateral materials that conform to prescribed style and format.
- Ability to communicate abstract and technical information effectively, and to translate into layman's terms for public distribution.
- Ability to work in a team environment and possess time management skills to meet deadlines.
- Public speaking and presentation skills.
- Research and analytical skills.
- Supervisory skills.
- Ability to plan, coordinate, and assign tasks to other personnel as required for work assignments.
- Ability to learn and interpret applicable laws and regulations.
- Possesses technical problem-solving skills.
- Graphic design and desktop publishing skills; familiarity with Adobe, Canva, ProCreate
- Computer skills, including word processing, data base and presentation packages.
- Organizational skills.
- Flexibility and receptiveness are required due to the nature of this position.

Work Environment and Physical Requirements

- Work is primarily sedentary in an office environment with minimal safety/health hazard potential.
- Physically able to periodically participate in walking, hiking, and bicycling events of five miles or more.
- Acceptable vision and hearing, with or without correction.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Georganna Gillette _____ June 2, 2022

Signature Date

SPACE COAST TRANSPORTATION PLANNING ORGANIZATION

JOB DESCRIPTION

Education and Safety Coordinator

Reports To: Assistant Director	**FLSA:** Exempt

General Description

The Safety Education Specialist performs skilled professional work collaborating with SCTPO staff and its committees, schools, law enforcement and numerous other agencies and community organizations to develop, coordinate and promote year-round bicycle and pedestrian safety programs for all ages. Collects and analyzes data to identify community needs before planning and implementing programs. Monitors and evaluates programs designed to promote safer bicycling and walking.

Essential Functions

- Provides program management/coordination of the Florida Traffic and Bicycle Safety Education Program (FTBSEP) in Brevard Schools.
- Schedules and maintains trailers for FTBSEP school program. Develops the school year trailer schedule for the three bicycle trailers owned by SCTPO.
- Schedules, promotes, and conducts training to certify teachers to implement the FTBSEP program. Conducts out of county training as well as a State Regional Trainer.
- Monitors the condition and schedules repairs and maintenance for approximately 100 bicycles.
- Manages and coordinates the Helmet Program for distribution to residents, students and various organizations who meet certain qualifications.
- Coordinates the Safe Routes to School program and activities of the SCTPO. Monitors emails, websites and various publications for resources becoming available through this nationally funded program. Manages various programs under the Safe Routes to School Program. Notifies schools of Safe Route to School funds and resources available to them. Conducts Bi-annual Student Travel Surveys.
- Participates in SCTPO Public Involvement Program. Conducts bicycle and safety rodeos, attends health and safety fairs to distribute safety literature. Prepares and distributes written and audiovisual safety materials. Schedules trainings, workshops and presentations. Markets Program through development of media releases, media campaigns and TPO website.
- Represents the SCTPO serving on the Community Traffic Safety Team (CTST). Attends monthly meetings and participates in events aimed at reducing traffic injuries and deaths.
- Responds to safety issues brought forth by citizens and conducts school safety field reviews to analyze traffic, pedestrian and bicycle patterns.
- Represents the SCTPO serving on the Bicycle Pedestrian and Trails Advisory Committee (BPTAC). Reports actions and discussion summaries back to the SCTPO board and other advisory committees.

- Represents the SCTPO serving on the School Health Advisory Committees (SHAC) and the Safe School Access Committee.
- Researches and prepares potential grants for program funding.
- Performs related work as required.

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

Minimum Education and Experience

- Bachelor's degree from an accredited college or university in Public or Business Administration, Political Science, Social Science, English, or any related field with two (2) years' experience in a related capacity. Equivalent combination of education and relevant experience may be substituted.

Licenses or Certifications

- Valid Class E Florida driver's license (required)
- Florida Traffic and Bicycle Safety Education Program Regional Trainer
- Membership in League of American Bicyclists (includes League Certified Instructor (LCI) license which is required to be a Regional Trainer)
- School Crossing Guard Trainer

Knowledge, Abilities, and Skills

- Knowledge of principles and methods of curriculum and training design to promote year-round bicycle and pedestrian safety programs for all ages.
- Knowledge of media production and communication.
- Knowledge of research practices and techniques.
- Knowledge of the principles of management, organization and administration.
- Knowledge of applicable laws, regulations, and codes.
- Ability to work with limited supervision.
- Ability to work well in a group including sharing expertise and training with others.
- Ability to adapt to a changing work environment, delays, or unexpected situations, prioritize multiple tasks, and complete tasks on time and respond in a timely manner to requests for service and assistance.
- Ability to prepare comprehensive written reports.
- Ability to organize and schedule work and coordinate projects.
- Skilled in word processing, public speaking, making presentations and conducting workshops and training.
- Possesses supervisor ability.
- Possess skill set appropriate to effectively employ the above knowledge and skills.

Work Environment and Physical Requirements

- Works in an office environment with minimal safety/health hazard potential and outside in varying weather conditions to give presentations and demonstrations.
- Mobility within an office and field environment.
- Requires some moderate lifting and carrying.
- Acceptable vision and hearing, with or without correction.
- Must adhere to SCTPO Procedure PR-14-06, Vehicle Allowance to be eligible for compensation of using personal vehicle
- Personal vehicle must have capability of transporting materials within an enclosed cargo area (such as medium sized SUV) and tow a small trailer capable of pulling 3,500 lbs.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Georganna Gillette — June 29, 2018

Signature — Date

SPACE COAST TRANSPORTATION PLANNING ORGANIZATION

JOB DESCRIPTION

GIS Transportation Data Analyst

Reports To: Transportation Program Manager	**FLSA:** Exempt

General Description

The GIS (Geographic Information Systems) – Transportation Data Analyst performs skilled professional work analyzing, interpreting and displaying data sets utilizing GIS and graphic design software. Work includes data compilation, analysis, maintenance, and/or technical support for projects in the transportation planning field.

Essential Functions

- Researches, collects, analyzes and maintains data used in the regional transportation planning process and in the reports and documents of the Space Coast TPO utilizing GIS tools and programs. This includes demographic and land uses as well as information for all modes of transportation (highways/roads, public transportation, air, freight, seaport, airport, spaceport and non-motorized transportation (bicycle and pedestrian).
- Assists in updating and maintaining all major Space Coast TPO documents, such as the Long Range Transportation Plan, Transportation Improvement Program, and Congestion Management System.
- Prepares technical memoranda, staff reports and maps for use in a variety of forums, such as committee and board meetings, special events and other public meetings.
- Prepares and presents graphical and alpha numerical reports using basic statistical analysis.
- Operates web-based and desktop GIS software to perform GIS duties.
- Develops and manages projects at the direction of management. Conducts research for each project; collects, analyzes, and interprets data for use in developing recommendations for project implementation. Performs needs assessments, surveys and/or special studies in order to gather pertinent information. Devises project procedures and schedules. Presents recommendations for project implementation to management.
- Manages and maintains transportation data; traffic counts, GIS files, crash database, Transportation Improvement Program.
- Identifies and extracts information from various data sources to show where transportation improvements are beneficial.
- Coordinates with consultants on performance of projects and conducts review of technical analysis and calculations; reviews and edits documentation. Provides GIS (mapping) support for various projects; provides technical data requests including Long Range Transportation Plan model inputs and outputs, traffic counts, crash database system.

- Provides support to other municipal/transportation agency staff through provision of transportation project data; mapping and other miscellaneous request.
- Develops and coordinates database applications and programs. Predicts the effect of new programs and technology on the database and advises on design, testing and implementation. Monitors the performance of databases.
- Implements and interprets Federal and State safety programs.
- Performs related work as required.

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

Minimum Education and Experience

- Bachelor's degree from an accredited college or university in Geography, Engineering, Computer Science, Urban/Regional Planning, Statistics, Information Technology, Computer Programming, or any related field with two (2) years' experience in transportation planning.
- Experience with ArcView, Microsoft Office, Windows, CitiLab Cube Software, and Adobe Creative Suite is preferred.
- Equivalent combination of education and relevant experience which provides the necessary knowledge, skills or abilities may be substituted one for the other on a year for year basis.

Licenses or Certifications

- Valid Class E Florida Driver's License

Knowledge, Abilities, and Skills

- Good knowledge of Geographic Information Systems and their applications including ArcGIS Desktop software and Windows operating systems.
- Knowledge of computer programs including database, website design, and Microsoft Office Suite.
- Knowledge of the operation and function of Metropolitan/Transportation Planning Organization which include principles, practices and techniques of transportation planning.
- Knowledge of Federal and State transportation planning requirements for Metropolitan Planning Organizations.
- Knowledge of geography of Brevard County, including road network, bicycle paths and bicycle /pedestrian facilities.
- Knowledge of transportation research practices and techniques.
- Some knowledge of statistics.
- Ability to critically assess situations, solve problems, and work effectively under stress within deadlines and in pubic situations.
- Ability to learn and interpret applicable laws and regulations.
- Ability to establish and maintain effective working relations.

- Ability to communicate abstract and technical information effectively, both orally and in writing.
- Ability to work independently.
- Skill in computer programming, using spreadsheets, database software, and computer-aided design software.
- Skill in effectively communicating ideas and making presentations in a public forum.
- Possesses technical problem solving skills.

Work Environment and Physical Requirements

- Works primarily in an office environment with minimal safety/health hazard potential and occasionally outside in varying weather conditions.
- This is primarily sedentary work with some occasional light to moderate lifting and carrying.
- Acceptable vision and hearing with or without correction.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Georganna Gillette — Signature

August 30, 2018 — Date

SPACE COAST TRANSPORTATION PLANNING ORGANIZATION

JOB DESCRIPTION

Finance and Contracts Manager

Reports To: Assistant Director	**FLSA:** Non-Exempt

General Description

Under the general direction of the Executive Director and Assistant Director the Finance and Contract Manager performs skilled financial and contract management work in support of the TPO Board and its committees.

Essential Functions

- Develops and manages financial operations for the Space Coast Transportation Planning Office (SCTPO).
- Responsible for the administration of contracts and work orders. Maintain regular interaction with consultants, contractors, subcontractors, agencies and vendors regarding task assignments, billing questions etc.
- Defines and develops contract management procedures for specific contracts; inform and train project managers and consultants on contractual procedures.
- Assures compliance with Space Coast TPO, FDOT, Federal, State, local and other legal administrative requirements and regulations; ensures timely completion of project deliverables.
- Develops standards for contracts, including presentation of budget, payment terms, general language and provisions. Performs appropriate clinical, administrative and operational research to support proposal and contract development.
- Responsible for writing Request for Proposals (RFPs) and Request for Quotes (RFQs) specifications for various transportation planning services and office operational needs.
- Serves as primary organizational contact during contract negotiations.
- Provides fiscal oversight on SCTPO contracts, including the review of consultant contracts and amendments and providing guidance for fiscal modifications to contracts.
- Develops and manages financial monitoring and reporting systems, track grant and operating budgets and financial indicators, including billability, accounts receivable and accounts payable; comply to all contract reporting requirements; review all projects' expenditures.
- Processes all vendor payments, purchase orders, and financial reconciliations.
- Performs procurement and accounting activities: prepares, implements, and maintains internal fiscal policies and procedures; handles office procurement and travel paperwork, including preparation of appropriate justifications; preparation of all required State of Florida Department of Transportation (FDOT) and SCTPO request for approval documents, and preparation of all payment and reimbursement documents to meet applicable federal mandates.
- Has knowledge of OMB circulars and CFRs as related to TPO procurement, purchasing, audits, and compliance requirements, especially 2 CFR 200.
- Coordinates activities with State, County and Federal fiscal offices.
- Develops and processes Federal grant applications.

- Prepares all Federal reimbursement requests for the Space Coast TPO; monitors and manages multiple Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) grants.
- Develops and prepares progress and expenditure reports and financial status reports for submission to FHWA and FTA.
- Prepares all grant closeout reports for submission to FHWA and FTA.
- Manages the SCTPO annual compliance and financial audit activities: oversees audit-related activities, assists with the procurement of new audit consults, prepares tables and schedules, provides fiscal input to audit consults and to the development of the audit document. Assists in the preparation of audit confirmation letters, review and acceptance of the draft audit.
- Conducts research and/or studies for administrative and operational concerns, presents findings and interpretations of rules, regulations, policies, and procedures to the Executive Director.
- Prepares fiscal forecasting analysis to ensure adequate grant funding available to maintain operations.
- Develops, monitors and amends the Unified Planning Work Program (UPWP).
- Maintains, documents, and processes all fiscal matters pertaining to the annual UPWP.
- Develops, monitors and amend UPWP and operating budgets simultaneously.
- Reconciles discrepancies between operating budget and UPWP and processes all necessary year-end closeout procedures for both operating budget and UPWP fiscal year cycles.
- Coordinates with County, annual Cost Allocation Plan in accordance with state and federal requirements.
- Monitors and processes creation and modifications to purchase orders, vendor payments, and payroll.
- Maintains proper records retention and destruction.
- Performs related work as required.

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

Minimum Education and Experience

- Bachelor's degree in business, accounting, finance or similar related field, or equivalent with three (3) years of progressively responsible administrative support experience, that includes working with local, state, and federal agencies; experience with grants; writing Requests for Proposals (RFPs); managing state and/or federal contracts; providing audit support; and working under the requirements of 2 CFR 200. Must have experience working in a Windows environment with Adobe Acrobat and Microsoft Outlook, Word and Excel at an advanced level.
- Must be detail-oriented, organized, and have the ability to manage projects from concept to completion.
- Equivalent combination of education and relevant experience may be substituted.

Licenses or Certifications

- Must possess or obtain, prior to employment, a valid Florida operator's license.

Knowledge, Abilities, and Skills

- Proficient in Microsoft Outlook, Word, Excel, PowerPoint, or other similar software
- Proficient in Adobe Acrobat
- Knowledge and ability to understand the Office of Management and Budget (OMB) circulars and Code of Federal Regulations (CFR) to explain federal mandates as they pertain to transportation planning
- Knowledge of modern office practices, procedures, and equipment
- Knowledge of advanced office administration practices and techniques
- Knowledge of general accounting practices
- Ability to manage multiple projects simultaneously
- Ability to communicate effectively orally and in writing, to include public speaking
- Ability to maintain files alphabetically, numerically, and categorically
- Ability to maintain records and logs; assemble data and prepare standard forms
- Ability to maintain discretion, confidentiality and independent judgment in carrying out administrative details, and in enforcing policies and procedures
- Ability to interact with internal and external high-level contacts with tact and diplomacy
- Ability to work independently
- Possesses skill sets appropriate to effectively employ the above knowledge and abilities

Work Environment and Physical Requirements

- Work is primarily sedentary in an office environment with minimal safety/health hazard potential.
- Acceptable vision and hearing, with or without correction

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Georganna Gillette	*5/25/2021*
Signature	Date

SPACE COAST TRANSPORTATION PLANNING ORGANIZATION
JOB DESCRIPTION
Transportation Program Manager

Reports To: Assistant Director	**FLSA:** Exempt

General Description

The Transportation Program Manager performs skilled professional work assisting in the coordination and administration of specially assigned transportation planning programs or projects serving as project manager, coordinator, planning, liaison, and supervisor. Work involves responsibility for coordinating all activities of a project and serving as a liaison with other Federal, State, County, community agencies and public interest groups. Work assignments provide support to the function and goals of the Space Coast Transportation Planning Organization (SCTPO).

Essential Functions

- Develop and manage projects at the direction of management. Conduct research for each project; collect, analyze, and interpret data for use in developing recommendations for project implementation. Perform needs assessments, surveys and/or special studies in order to gather pertinent information. Devise project procedures and schedules. Present recommendations for project implementation to management.
- Coordinate with consultants on performance of projects and conduct review of technical analysis and calculations; review and edit documentation. Manage projects to successful completion (i.e. Intelligent Transportation Systems, Long Range Plan) through maintaining complete files on each project and ensuring compliance with Local, State and Federal rules.
- Coordination of transportation data with FDOT, FHWA and locals. Includes working with Central Florida Regional Travel Demand Model and effective at compiling data from various sources and presenting in user friendly format.
- Coordinate Transportation Systems Management and Operations (TMS&O) program and associated tasks.
- Manage transportation-related studies and technical analyses, such as corridor and sub-area studies, travel surveys, travel time studies and coordination of multi-jurisdictional projects. Acts as a liaison between FHWA, FDOT, local municipalities and the TPO on various transportation planning projects; attends all project meetings from conception to construction.
- Manages and compiles federally required programs such as Transportation Improvement Program (TIP) and Safety Planning.
- Assists and coordinates the selection of Transportation Project Priorities. Works closely with the Transportation Subcommittee to review technical data and previous plans for the selection of Project Priorities.
- Coordinates and supports multi-modal agencies that include space, air and sea ports.

- Maintains specific information on priorities such as project status, scoping sheets, status of funding and cost estimates, while working closely with FDOT on project funding for the TPO's project priorities.
- Supervises the Transportation Analyst and provides office administrative coverage as needed.
- Provides support to county planning and public works staff through provision of transportation project data.
- Coordinates with FDOT on input and review of Brevard County data in the Efficient Transportation Decision-Making process (ETDM).
- Attends Statewide and District-wide Transportation Program Meetings as needed.
- Performs related work as required.

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

Minimum Education and Experience

- Bachelor's degree from an accredited college or university in Public or Business Administration, Statistics, Geography, Government, Computer Science, Information Technology, or any related field with four (4) years of professional experience in public speaking and public involvement/outreach.
- Experience with Microsoft Office, Windows, PowerPoint and Adobe Reader.
- Equivalent combination of education and relevant experience may be substituted.

Licenses or Certifications

- None

Knowledge, Abilities, and Skills

- Proficient in identifying, programming and implementing federally funded multimodal transportation projects, general transportation planning principles, and federal, state, and local laws governing transportation and related topics.
- Proficient in developing, approving, and amending the annual Transportation Improvement Program.
- Knowledge of computer programs including database, website design, and Microsoft Office Suite.
- Knowledge of Geographic Information Systems and their applications.
- Knowledge of transportation research practices and techniques.
- Knowledge of Transportation Systems Management and Operations strategies and applications.
- Knowledge of Central Florida Regional Travel Demand Model.
- Ability to reach consensus among multiple conflicting views in a calm rational manner.
- Ability to build and sustain working relationships internally and with external agencies.
- Ability to work independently with minimal supervision.
- Ability to learn and interpret applicable laws and regulations.

- Ability to establish rapport with various segments of the public.
- Ability to maintain TPO office computer/technological equipment.
- Possesses skill sets appropriate to effectively employ the above knowledge and abilities.
- Possess effective oral and written communication skills with a range of constituents from elected officials, the public, and coworkers.
- Possess effective presentation skills.
- Possess time management skills to meet critical deadlines.
- Possesses technical problem solving skills.

Work Environment and Physical Requirements

- Works primarily in an office environment with minimal safety/health hazard potential and occasionally outside in varying weather conditions.
- This is primarily sedentary work with some occasional light to moderate lifting and carrying.
- Acceptable vision and hearing, with or without correction.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Georganna Gillette — June 29, 2018

Signature — Date

SPACE COAST TRANSPORTATION PLANNING ORGANIZATION
JOB DESCRIPTION
Transportation Planner I

Reports To: Senior Transportation Planner	**FLSA:** Exempt

General Description

The Transportation Planner I performs skilled professional work in multi modal transportation planning, which includes participating in the development of planning projects, researching, analyzing and assisting in planning studies related to transportation within the metropolitan planning area.

Essential Functions

- Researches, collects, analyzes and maintains transportation data used in local and regional planning processes.
- Develops and manages projects, utilizing consultants when appropriate, at the direction of management. Conducts research for each project; collects, analyzes, and interprets data for use in developing recommendations for project implementation. Performs needs assessments, surveys and/or special studies in order to gather pertinent information. Devises project procedures and schedules. Presents recommendations for project implementation to management and/or committees and board.
- Assists in updating and maintaining Space Coast TPO documents, such as the Long Range Transportation Plan, and master plans for Resiliency, Intelligent Transportation Systems and Bicycle, Pedestrian and Trails. Use of regional travel demand model as necessary.
- Conducts data analysis to report on performance measures and targets and works with planning team to report system performance.
- Acts as liaison with transit agency and coordinates transit programs, studies and initiatives.
- Attends meetings of Space Coast TPO Governing Board, advisory committees and transit agencies. Gives presentations as assigned and responds to direction of board and committees.
- Prepares technical memoranda, staff reports and maps for use in a variety of forums, such as committee and board meetings, special events and other public meetings.
- Utilizes GIS software to create maps to visualize data and display transportation options.
- Provides support to other municipal/transportation agency staff through provision of transportation project data; mapping and other miscellaneous request.
- Supports public involvement in transportation planning activities by responding to citizen inquires, attending community meetings, and making presentation to outside agencies, community groups, and the general public as requested.
- Implements and interprets Federal and State safety programs.
- Performs related work as required.

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

Minimum Education and Experience

- Bachelor's degree from an accredited college or university in Transportation Planning, Urban/Regional Planning, Geography, Public Administration, Engineering, Geospatial Information Systems (GIS), Sociology, or any related field with two (2) years' experience in transportation planning.
- Experience with ESRI GIS products, Microsoft Office, Windows.
- Experience with CitiLab Cube Software, and Adobe Creative Suite is preferred.
- Equivalent combination of education and relevant experience which provides the necessary knowledge, skills or abilities may be substituted one for the other on a year for year basis.

Licenses or Certifications

- Valid Class E Florida Driver's License

Knowledge, Abilities, and Skills

- Knowledge of the operation and function of Metropolitan/Transportation Planning Organization which include principles, practices and techniques of transportation planning.
- Knowledge of Federal and State transportation planning requirements for Metropolitan Planning Organizations.
- Knowledge of transportation research practices and techniques.
- Knowledge of Geographic Information Systems and their applications including ArcGIS Desktop software and Windows operating systems.
- Knowledge of state and federal transportation funding sources and basic requirements of each; basic practical knowledge of planning, operations and issues of each non-highway mode (port, airport, transit, rail, space, bicycle, pedestrian and trails).
- Ability to critically assess situations, creatively solve problems, and work effectively under stress, within deadlines and in public situations.
- Ability to communicate abstract and technical information effectively, both orally and in writing.
- Ability to work both independently and within a team environment.
- Ability to establish and maintain an effective working relationship with staff, superiors, other local government staff, regional partners, community officials, the media, citizens, state and federal officials.
- Skill in effectively communicating ideas and making presentations in a public forum.
- Possesses technical problem solving skills.

Work Environment and Physical Requirements

- Works primarily in an office environment with minimal safety/health hazard potential and occasionally outside in varying weather conditions.

- This is primarily sedentary work with some occasional light to moderate lifting and carrying.
- Acceptable vision and hearing with or without correction.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Georganna Gillette — July 20, 2022

Signature — Date

SPACE COAST TRANSPORTATION PLANNING ORGANIZATION

JOB DESCRIPTION
Senior Transportation Planner

Reports To: Assistant Director	**FLSA:** Exempt

General Description

The Senior Transportation Planner performs skilled professional work in a variety of transportation planning and project management activities, coordinates various modes of transportation including bicycle and pedestrian programs, and provides general transportation planning oversight.

Essential Functions

- Develops, manages, and facilitates projects and programs designed to achieve the SCTPO Governing Board Strategic Plan goals, specifically Resiliency & Sustainability, Linking Transportation & Land Use, and Leadership. Support and participate with other staff in projects and programs.
- Performs and provides advanced level planning and project work administering transportation planning programs such as transit coordination, trail development, and multimodal planning.
- Manage and coordinate the Bicycle, Pedestrian and Trails Committee. Prepare agenda's and materials.
- Manage transportation-related studies and technical analyses, such as corridor and sub-area studies, travel surveys, travel time studies and coordination of multi-jurisdictional projects.
- Work with local and regional stakeholders, TPO staff and Committees to develop, reach consensus on and implement transportation planning and improvement initiatives. Present status updates to the TPO Board and committees.
- Research, identify and monitor funding sources for transportation programs and projects. Coordinate with FDOT and local agencies on funding availability and project implementation. Submit grant applications as necessary.
- Prepares annual project solicitation packages for local governments, processes project requests, and manages the annual development of the List of Project Priorities.
- Serve as liaison to county, municipal, regional, state, federal, business and community agencies. Represent the TPO as assigned in meetings with agencies and the public.
- Oversees consultants retained to work on various transportation planning projects and plans.
- Provides technical support for local governments and organizations in general transportation planning activities, multimodal transportation, and environmental coordination.

- Assist other TPO staff with the TPO's public participation program by, for example, helping to coordinate special events, workshops and public meetings.
- Participate with the Director and other staff in overall program planning, agency management, strategic goal setting and monitoring and interdisciplinary planning projects.
- Complete special projects assigned by the Director or Assistant Director.
- Supervision of subordinate staff may be required depending on qualifications, project implementation needs and staffing availability.
- Perform related work as required.

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

Minimum Education and Experience

- Bachelor's degree from an accredited college or university in a planning related field plus three (3) years of experience in planning.
- Experience with Microsoft Office, Windows, Adobe.
- Equivalent combination of education and relevant experience may be substituted.

Licenses or Certifications

- Valid Florida Class E Driver's License

Knowledge, Abilities, and Skills

- Knowledge of the process to identify, program and implement federally funded multimodal transportation projects; general transportation planning principles; federal, state and local laws and regulations governing transportation and related topics.
- Knowledge of state and federal transportation funding sources and basic requirements of each; basic practical knowledge of planning, operations and issues of each non-highway mode (port, airport, transit, rail, space, bicycle, pedestrian and trails).
- Knowledge of principles, practices and methods of community planning.
- Working knowledge of standard administrative processes and practices of local and state government.
- Working knowledge of public participation techniques and requirements.
- Working knowledge of research practices and techniques.
- Working knowledge of project and contract management.
- Ability to prepare reports, studies and presentations.
- Ability to function successfully in a team environment.
- Ability to form and sustain working relationships with external agencies, to resolve conflicts and to build consensus.
- Ability to learn and interpret applicable laws and regulations.
- Ability to effectively communicate by oral and written means with a range of constituents from elected officials, the public, and coworkers.

- Ability to creatively solve problems, to initiate new program activities that address multimodal transportation needs and to work with minimal supervision.

Work Environment and Physical Requirements

- Work is primarily sedentary in an office environment with minimal safety/health hazard potential.
- Acceptable vision and hearing, with or without correction.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Georganna Gillette
Signature

August 20, 2020
Date

SPACE COAST TRANSPORTATION PLANNING ORGANIZATION
JOB DESCRIPTION
Assistant Director

Reports To: Executive Director	**FLSA:** Exempt

General Description

Under the general direction of the SCTPO Executive Director, the Assistant Director performs skilled professional work in directing, managing, planning and coordinating the long-range goals, objectives, organizational structure, and overall direction for the organization. Assist with developing, monitoring, reviewing, and implementation of the organization and staff strategic plans to ensure goals and objectives are met.

Essential Functions

- Supervise professional staff; monitor staff performance and coach, counsel, mentor, train, and advise employees for the dual goals of meeting organization goals and promoting employee career development.
- Represent the TPO Executive Director, as needed, in various interagency, national, federal, state, county, and local meetings and activities.
- Supervise development, monitoring and amending of operating and grant budgets, invoices and progress reports. (Coordinate operations in two fiscal years)
- Prepare, monitor and amend the Unified Planning Work Program.
- Manage the development of comprehensive transportation plans and programs to address transportation challenges in the region and to address and fulfill the requirements under federal law of the transportation planning process.
- Manage the involvement and engagement of the public in the agency's transportation planning activities to ensure they reflect and respond to community values and opinions.
- Coordinate with consultants on performance of projects and conduct review of technical analysis and calculations; review and edit documentation.
- Manage transportation-related studies and technical analyses, such as corridor and sub-area studies, travel surveys, travel time studies and coordination of multi-jurisdictional projects.
- Manage and/or conduct development and maintenance of transportation databases, related information systems, including: traffic counts; crash data; travel speeds; traffic forecasts; and roadway, transit system, bikeway and pedestrian infrastructure characteristics.
- Directly supervise all administrative activities of the organization.
- Coordinates personnel issues; manages hiring and termination processes; develops and maintains personnel and operating policies; manages TPO FRS account.
- Coordination with various agencies on provision of data, information on programs.
- Prepares and delivers presentations to various sized groups on multiple topics; presents information and provides staff support to various committees and boards, including TPO

Board, Technical and Citizens Advisory Committees and community boards and organizations.

- Provide support to county planning and public works staff through provision of transportation project data; mapping and other misc. request.
- Provide training to staff on various items such as travel processes; use of computer programs; technical calculations processes and procedures.
- Recommend improvements to various programs and or projects that can streamline procedures or improve delivery/presentation of project.
- Perform related work as required.

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

Minimum Education and Experience

- Bachelor's degree from an accredited college or university in Public or Business Administration, Engineering, Economics, Government, Transportation Planning or any related field with three (3) years of professional experience in public speaking and public involvement/outreach.
- Three years management 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 provide the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

Licenses or Certifications

- None

Knowledge, Abilities, and Skills

- Thorough knowledge of the principles, practices and methods of multi-modal transportation planning and programming.
- Thorough knowledge of state and federal transportation planning program requirements.
- Thorough knowledge of state and federal requirements governing the operation and funding of metropolitan planning organizations including financial management procedures.
- Working knowledge of Microsoft Office Suite, Adobe products, ArcView.
- Working knowledge of SAP (budget, HR modules); federal grant management requirements including reimbursement of invoicing; budget preparation, amending, monitoring and status reporting; audit and indirect rate calculation procedures.
- Good knowledge of government contract development, management, and compliance; and Title VI requirements.
- Good knowledge of research practices and techniques.
- Good knowledge of the principles of management, organization and administration.
- Ability to reach consensus among multiple conflicting views in a calm rational manner.
- Ability to build and sustain working relationships internally and with external agencies.

- Ability to learn and interpret applicable laws and regulations.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to challenge and debate issues of importance to the organization.
- Strong analytical and research skills.
- Excellent management and supervisory skills.
- Ability to work independently with minimal supervision.
- Possess effective oral and written communication skills with a range of constituents from elected officials, the public, and coworkers.
- Possess time management skills to meet critical deadlines.

Work Environment and Physical Requirements

- Work is primarily sedentary in an office environment with minimal safety/health hazard potential and occasionally outside in varying weather conditions.
- Acceptable vision and hearing, with or without correction.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Georganna Gillette — June 29, 2018

Signature — Date

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. Oversees staff assignments, implementation strategies and performance objectives for SCTPO planning programs and projects.

Monitors staff implementation of SCTPO strategic plan. Maintains a qualified staff and organizational structure that facilitates meeting SCTPO's goals and state and federal requirements.

Develops the work plan and budget used by the SCTPO. Oversees development of a Unified Planning Work Program that complies with state and federal regulations. Ensures SCTPO financial management is accurate, timely and properly documented. Monitors the status and compliance of 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. Provides technical and policy assistance on transportation matters to the SCTPO, as requested.

Initiates and oversees intergovernmental and interagency coordination of planning programs, project implementation and technical support. Serves as the primary SCTPO liaison to State, federal and local transportation planning agencies. Participates with state, regional, local governments and agencies to develop and implement multi-modal transportation plans, programs and policies of mutual benefit.

Ensures the SCTPO planning process is performed in compliance with applicable state and federal regulations and planning requirements. Manages and participates in developing and implementing local and regional multi-modal transportation plans and programs. Oversees preparation of project priorities and the Transportation Improvement Program. Monitors implementation of major transportation projects.

Participates in regional and state transportation policymaking through involvement with the Central Florida MPO Alliance and the Florida MPO Advisory Council.

Facilitates public involvement in the SCTPO planning process. Monitors effectiveness of social media, website and project-specific public outreach efforts. Makes presentations to community groups on transportation issues. Serves as the SCTPO's primary media spokesperson.

Performs related work as required.

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 state and federal transportation planning program requirements.

- Thorough knowledge of state and federal requirements governing the operation and funding of metropolitan planning organizations including financial management procedures.
- Thorough knowledge of Brevard County and Central Florida transportation issues and facilities that influence the SCTPO planning process.
- Good knowledge of federal, state and local transportation funding sources.
- Good knowledge of the process required to implement transportation improvements.
- Good knowledge of methods to improve corridor-level mobility.
- Good knowledge of public involvement techniques.
- Ability to interpret applicable federal, State and local planning legislation and regulations.
- Ability to establish and maintain effective internal and external working relationships.
- Ability to effectively communicate complex ideas both orally and in writing.
- Ability to organize, direct and implement transportation planning programs.
- Ability to effectively manage SCTPO grant funds and budget.
- Ability to organize and lead meetings involving local officials, external agencies and/or the public.
- Ability to direct and supervise the work of others.
- Ability to interact effectively with print and electronic media.
- Ability to manage SCTPO consultants.

Effective April 28, 2018.