



CITY OF PRESCOTT
ANNOUNCEMENT OF PART-TIME EMPLOYMENT OPPORTUNITY
CYMPO Program Manager-In House
(Central Yavapai Metropolitan Planning Organization)

Pay Grade: 66 Pay: \$26.78/Hourly – This is a Part Time position -20 hours per week
 This is an FMLA Non-Exempt Position - Eligible for Overtime

Qualifications Bachelor's Degree plus a minimum seven (7) years program and project management experience including financial management and development and management of project scopes. MPO experience preferred. Must have and maintain a valid AZ Driver's License and pass pre-employment drug test and background check.

Tasks: Under limited supervision of the CYMPO Administrator; plans, develops and administers ADOT and Federal transportation programs including regional transportation planning, grant and FTA administration and FTA regulations compliance; works with agencies to insure that programs are integrated for the overall benefit and development of the region; initiates, develops and maintains positive working relationships with ADOT and FHWA program administrators and staff, CYMPO entities and regional transportation organizations; responsible for grant and contract administration; serves as the designated program liaison providing support to regional and local non-profit organizations which includes information dissemination, workshops, and activity coordination with ADOT and FHWA; oversees and coordinates regional and local agency program application submittal and monitoring; meeting coordination; works with state, regional and local counterparts to encourage interagency cooperation; obtain and provide information, coordinate work, respond and resolve problems; provides recommendations for regional coordination of services among jurisdictions and service areas in the region; prepares presentations and program reports for the Executive Board and Technical Advisory Committee review; conducts research, management and information dissemination; apprises CYMPO Boards and Administrator of program and opportunities; develops the CYMPO budget component for the City of Prescott and the budget and finance components of the UPWP, PPP and MTIP; assists Administrator with other work assignments such as, but not limited to marketing and public information projects; overseeing and monitoring ADOT invoicing, website design, development and maintenance; training and supervising Administrative Assistant projects; other duties that may include direct and indirect supervision over subordinate staff.

Knowledge, Skills, and Other Characteristics:

Demonstrated effective communication skills that include both oral and written communications and the ability to present to a wide variety of audiences; skill in interaction with elected officials, agency personnel, citizens, and the business community; ability to work independently with minimal supervision; skill in project and program management and in establishing and maintaining effective working relationships; demonstrated skill and expertise in word processing, spreadsheets, databases, web page programs, publishing software and internet applications (MS Office Suite, MS Front Page, Adobe Illustrator, etc.). Establish CYMPO working relations with elected officials, local jurisdiction staff, ADOT transportation planning administration and staff and CYMPO regional non-profit organizations.

Physical Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed.

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate (reading, writing, speaking) in person and over the telephone and radio in English; bilingual skills beneficial.

Applicant must be free from mental disorders that would interfere with performance of duties as described.

Deadline: Applications must be received by 5:00 PM January 8, 2009

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
 (928) 777-1315 (800) 748-6205 Fax: (928) 777-1213 TDD (928) 777-1100

Email: personnel@cityofprescott.net **Visit our website at** www.cityofprescott.net

EOE/M/F/V/H/D/NSE Posted: January 2, 2009

Para oportunidades de empleo con la Ciudad de Prescott, favor de llamar 928-777-1279.

Jodi Rooney _____
 CYMPO Administrator

Jolaine Jackson _____
 Human Resources Director

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PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.