



South Jersey Transportation Planning Organization

*Serving Atlantic, Cape May, Cumberland,
and Salem Counties since 1993.*

Leonard Desiderio, *Chairman*

Benjamin H. Laury, *Vice Chairman*

782 South Brewster Road, Unit B6,
Vineland, New Jersey 08361

www.sjtpo.org
(856) 794-1941
(856) 794-2549 (fax)

Jennifer Marandino, P.E.
Acting Executive Director

John W. Risley, *Secretary/Treasurer*

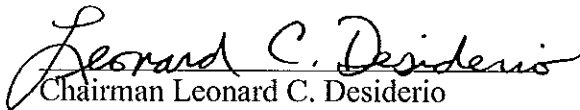
JOB POSTING

Position: Executive Director
Location: South Jersey Transportation Planning Organization
Salary: \$96,551 - \$108,138
Closing Date: December 9, 2016

All requests for the above position are to be sent in writing to Chairman Leonard C. Desiderio, c/o SJTPO 782 S. Brewster Road, Unit B6, Vineland, NJ 08361 no later than Closing Date listed above.

Please refer to the attached for job description.

Approved:


Chairman Leonard C. Desiderio


Monica Butler, Administrative Manager

Locations Posted: SJTPO, East, West and Central Maintenance, Toll Repair, State Police Garage, Administration Building, Atlantic City Office, Atlantic City Parking Garage, Airport, Airport Firehouse, Airport Parking, Airport Trailer, Engineering, Snow Equipment Building, ESP, Transportation Services, Revenue Control, SJTA Website, and SJTPO Website.

SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

POSITION DESCRIPTION

POSITION: Executive Director DEPARTMENT: SJTPO
NAME: _____ DATE: 1/16
REPORTS TO: Chairman - SJTPO SALARY RANGE: 9/Exempt

JOB SUMMARY:

Directs the operations and services of the South Jersey Transportation Planning Organization. The Executive Director is appointed by the SJTPO Policy Board and is responsible to the Board for policy and administration.

Requirements

1. Directs policies and programs adopted by the SJTPO Policy Board. Negotiates contracts, develops bid specs, hires and supervises staff. Develops public acceptance and support for those policies and programs.
2. Develops Board agendas and conducts Board meetings.
3. Serves as Chief Executive Officer of the agency. Executes such documents and instruments as authorized by the Board or applicable policy.
4. Prepares annual budgets, work programs, and federally funded capital programs to be approved by the Policy Board.
5. Serves as SJTPO liaison with the State Administration and Legislature.
6. Makes daily business decisions with respect to operations.
7. Acts as spokesperson for the Organization.
8. Deals with representatives of State, County and Local Government entities as well as other Authorities to promote the orderly conduct of SJTPO business.
9. Recommends the adoption of new or revised policies.

Physical Requirements

- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Knowledge and Abilities

A Bachelor's Degree in Planning, Engineering, or related field is required. A Master's Degree in Planning, Engineering, Public Administration, or Finance is recommended. At least ten (10) years of experience in Planning, Engineering, Public Administration, or related field is required of which at least two (2) years should involve local or regional transportation planning, and significant experience in safety planning, engineering, or project development. Licensure as New Jersey Professional Engineer or Planner desired.

Supervisory Responsibilities

Supervises SJTPO staff.

Disclaimer: This job description is not intended, nor should it be construed to be an exhaustive list of all responsibilities, duties, skills, or working conditions associated with a particular job. It is intended to be only a general description of the principal requirements common to a position of this type.