



A special-purpose local government, providing transportation planning and resource investments for its region.

## **Recruitment Profile for Position of Director**

More information about the organization can be found at:

[www.wampo.org](http://www.wampo.org)

For additional information, please contact:

Director Recruitment Advisor – Phillip L Nelson at 316-268-4408

**Qualified persons are invited to apply no later than July 12, 2019**

To apply: please send cover letter, resume, and salary history in a single integrated file to: [pnelson@wichita.gov](mailto:pnelson@wichita.gov)

*WAMPO is an Equal Opportunity Employer*

# Recruitment Profile for the Position of Wichita Area Metropolitan Planning Organization (WAMPO) Director

The WAMPO Transportation Policy Body seeks a Director with the vision, leadership capacity, and transportation expertise to grow the agency for the benefit of its member communities and the metropolitan region.

This recruitment profile provides potential candidates with information about the agency and its opportunities and challenges, the region it serves, duties and qualifications established for the position, preferred qualities for the Director, and other relevant information.

## **I. Description of the Agency**

The Wichita Area Metropolitan Planning Organization (WAMPO) is a special-purpose local government focused on planning for all modes of transportation and the allocation of certain federal funds for transportation projects. Member jurisdictions include 25 units of local government in all of Sedgwick County and portions of Sumner and Butler counties in South Central Kansas.

As the designated Metropolitan Planning Organization (MPO), an entity required under federal law for urban transportation planning, WAMPO works closely with state and federal transportation agencies for the benefit of the region.

WAMPO is governed by a 25-member Transportation Policy Body (TPB) comprised of elected officials from member jurisdictions and representatives of the Kansas Department of Transportation. The TPB appoints and annually evaluates the Director, who is responsible for the hiring and supervision of all other staff. The TPB elects an Executive Committee that meets monthly or more often as needed to expedite its governance.

The TPB is supported by a standing Transportation Advisory Committee composed of transportation professionals, including the WAMPO Director, who offer policy and management expertise.

The 2019 annual operating budget is \$2.548 million. Approximately 70 percent of budget revenue is from a federal Consolidated Planning Grant. The remaining budget is funded with local resources: member jurisdiction dues and a 1.4 percent fee on federal transportation projects funded through the WAMPO Transportation Improvement Program (TIP). Approximately \$864,000 is year-end transportation projects that have been awarded as part of a Planning for Walkable Places Grant Program. In 2016, the TPB allocated approximately \$12 million for transportation projects in the region.

Five full-time employees and two part-time employee perform transportation planning and oversight functions, as well as some fiscal, administrative and clerical responsibilities.

Four distinct but related planning processes define much of the agency's work:

1. Reimagined Move 2040, its long-range, regional transportation plan;
2. Transportation Improvement Program (TIP), which represents the region's four-year spending program for federal transportation funds;
3. Unified Planning Work Program (UPWP), which identifies budget projects and activities for the upcoming year; and
4. Public Participation Plan, outlining how stakeholders will be engaged in planning decisions.

WAMPO is an organization in transition. Recently, the organization moved from the Wichita City Hall to a Sedgwick County owned building. Administrative services including accounting, and human resources, are done by WAMPO staff. Purchasing assistance is supplied through the City of Wichita. Health insurance and the pension program are also administered by WAMPO staff.

## II. Description of the Metropolitan Region

Taken together the WAMPO member communities are inclusive of an economically-diverse and robust region abounding in exceptional quality of life features. With a combined population of 535,000, the region spans the quiet lifestyle and beauty associated with agricultural production to the dynamic and urban character of the Wichita community.

The pride that residents express in their communities continues to be affirmed by objective outsiders. Numerous high rankings by entities such as *Money* magazine are evidence of the region's lower cost of living, high-quality transportation facilities, diverse arts and entertainment amenities, quality education institutions, state-of-the-art health care, and safe, attractive neighborhoods.

The regional economy has rebounded from the national recession and currently boasts an unemployment rate at 4 percent. Mainstays of the economy are manufacturing, especially general aviation manufacturing, health care, energy production, retail services and agriculture. The region's workforce has the second-highest concentration in the country of manufacturing and other skilled-labor jobs.

With its strategic location in the nation's heartland, South Central Kansas benefits from excellent transportation assets. I-35, the only interstate highway to connect Canada, the United States and Mexico, extends through the region and intersects with I-70 via I-135 to the north and I-40 to the south. Multiple state highways connect the region to other communities in Kansas and beyond.

The region represents a major commercial trucking and rail hub due to its close proximity to major markets. Sixteen national common carriers operate truck terminal facilities, and the region is served by three rail carriers. Rail passenger service is also accessible and extension of passenger rail service from Oklahoma City to Newton, Kansas is a high priority for the coming year.

The new Dwight D. Eisenhower National Airport is the largest commercial aviation airport in Kansas and is serviced by multiple national airline companies. Opened in June, 2015, the new \$200 million terminal building has significantly enhanced the airport's capacity. A public/private partnership, Fair Fares, has attracted three discount airlines (Southwest Airlines, Frontier and Allegiant Air), providing business and leisure travelers with modest airfare prices. More than a dozen other general aviation airports are located in the region.

The area's modest cost of living, as measured by the cost-of-living index, is below the national average. The Wichita index is currently at 86, fourteen points below the national average of 100, with other communities in the region enjoying even lower costs of living. Housing is a notable bargain, with the cost of single-family homes averaging 40 percent or more below the national median price.

The WAMPO region offers a myriad of high-quality public and private education programs. Nearly all of the area's urban, suburban and rural school districts continue to record consecutive years of rising student achievement. Voters in many school districts have approved bond issues to invest in new schools and expand existing schools, upgrade technical education, and renovate athletic and fine arts facilities. The region abounds with numerous private and parochial schools offering preschool through high school education.

A wide array of higher-education institutions are present, ranging from undergraduate, masters and doctoral degree programs at Wichita State, Newman and Friends Universities. Butler Community College and the WSU Tech offer many types of associate degrees and a range of post-secondary technical and vocational education. Other private and community colleges in South Central Kansas also have a classroom presence in Wichita.

Spurred by high-quality University fine arts programs and construction of a new downtown arena in Wichita, the region enjoys exceptional performing and cultural arts, and other entertainment venues. The arts include: a professional symphony orchestra, opera, ballet and music theater companies, local and touring theater troupes, and more than 25 museums.

Outdoor recreation amenities include access to boating, waterskiing, canoeing, fishing and swimming in Cheney and El Dorado Reservoir lakes, state and county public lakes, and the Arkansas River that intersects the region. The WAMPO region offers miles of paved scenic biking and hiking trails.

In addition to WAMPO, a number of other entities focus on contributing to the interests of the regional economy and quality of life. The Greater Wichita Economic Development Coalition, with over 100 public, private and nonprofit sector leaders, promotes job creation, and business and workforce development. The mission of the Workforce Alliance of South Central Kansas centers on skill preparation for job seekers and labor-force development for employers. More than 30 city and county governments in nine counties of South Central Kansas work cooperatively on shared interests under the umbrella of The Regional Economic Area Partnership (REAP).

### **III. Agency Opportunities and Challenges**

Beginning on the next page are the most immediate projects that likely will require the attention and resourcefulness of the next Director.

- 1. Provide leadership for implementation of short- and long-term regional transportation plans.** The new Director must give close attention to policy and administrative details associated with advancing the four-year Transportation Improvement Program (TIP) and the recently-approved MOVE 2040, the long-term transportation plan for the region. Enhancing members' decision-making processes associated with TIP projects and funding should also receive priority attention. The new Director will also be instrumental in completing the new Metropolitan Transportation Plan, Reimagined MOVE 2040 due in July of 2020.
- 2. Among member entities, expand options for dialogue that seek a common understanding of shared regional transportation interests and benefits.** WAMPO must increase its informal, face-to-face communication with member cities and counties. These interactions need to involve shared learning that leads to a common definition of "region," and appreciation of how transportation projects of regional significance represent a "tide that lifts" all member communities.
- 3. Increase WAMPO identity and visibility in the metropolitan region.** The focus group process that initiated organizational development planning revealed a low awareness of WAMPO, its mission, benefits and activities in the region. Recognition of the value that WAMPO adds to transportation planning must start with enhanced marketing activities. Within a short time after his or her appointment, the board expects the new Director to provide leadership and become personally engaged in this effort. Activities should include informal face time outside the office, an enhanced website and creative use of social media.
- 4. Provide support for enhanced Board governance.** The board will look to the next Director for advice and support that enables the board to perform its responsibilities more effectively. The board will welcome the new Director's knowledge of governance best practices and recommendations for incorporating them into WAMPO's board protocols.
- 5. Anticipate contingency plans if ozone non-attainment is declared.** The possibility of this federal designation exists for the region although the region has been within guidelines for the past several years. If this occurs, the Director must work with staff to conduct non-conformity analysis and provide assurance that pending projects will not add to air quality problems.
- 6. Prepare the region for some of the most significant transportation and land use related changes since the end of World War II.**

### **IV. Job Duties of the Director**

Appointed by the Transportation Policy Body, the Director is the chief administrative officer of the agency, subject to supervision by the TPB, and is responsible for the proper administration of all affairs of WAMPO. The Director also serves as the Secretary to the Transportation Policy Body and the Transportation Advisory Committee. Position duties include:

- Responsible for merit-based appointment, development, promotion, discipline and removal of all employees.
- Annually evaluates performance of all direct employee reports and assures annual performance evaluations are administered for all other employees.
- Assures all human resource management functions and related recordkeeping are performed effectively.
- Prepares and submits annual budgets for adoption by the TPB, and monitors and reports regularly to the TPB on budget implementation and fiscal condition.
- Directs and oversees staff work on preparation of:
  - Long-Range Transportation Plan
  - Transportation Improvement Program
  - Safety, Public Participation Title VI and Congestion Management plans, and any other federally-required plans
  - Studies identified in the Unified Planning Work Program (UPWP)
- Provides leadership for implementation of the Organizational Development Plan; and provides regular reports to the TPB on implementation progress.
- Maintains frequent and responsive communication, including regular face-to-face communication with WAMPO members and transportation partners.
- Provides frequent monitoring of all grant programs to assure legal and ethical compliance.
- Assures timely and responsive submissions of grant applications to state and federal agencies; assures timely and responsive report submissions to federal and state partners.
- Provides for regular review, updates and compliance with the agency's administrative policies for payroll, benefits administration, human resources management, purchasing, financial management and other areas as needed.
- Provides agenda packets and other staff support for all meetings of TPB and its Committees; attends all TPB, Executive Committee and Transportation Advisory Committee meetings.
- Receives all inquiries, requests for information, and concerns from TPB members and delegates responses from employees as needed.
- Performs all other duties as assigned by the TPB.

## V. Qualifications for the Position

**Minimum qualifications:** 1) five years management experience in a professional position with responsibility for budget management and direct supervision of employees; 2) bachelor's degree in community planning, business or public administration, or related field from an accredited university; 3) experience providing staff support for a public or nonprofit governing body; 4) evidence of stable and ethical employment history and progressive career advancement; and 5) previous professional experience with public planning processes.

**Preferred qualifications:** 1) ten years management experience in a public-sector position with responsibility for budget management and direct supervision of employees; 2) previous experience working for a regional transportation planning agency; 3) master's degree in community planning, business or public administration or related field, from an accredited university; 4) track record of leadership that contributed to the extended success of an organization; 5) one or more certifications in public planning or transportation-related fields; and 6) substantial knowledge of federal programs related to transportation planning and funding.

## VI. Preferred Qualities of the Director

The Transportation Policy Body (TPB) has identified qualities and practices important for the next Director and will seek evidence of these qualities in candidate interviews and reference reviews:

**Adaptive to diverse communities, cultures and political values.** WAMPO membership includes metropolitan, suburban, and rural communities. Elected and appointed TPB and committee members share Midwestern values, but also hold differing preferences for addressing community challenges. The new Director will need to practice diplomacy and bridge differences to facilitate recognition of regional interests with respect to transportation.

**Expertise in transportation policy and public management.** Providing leadership for an MPO is a multifaceted business requiring specialized knowledge and management skills. The board anticipates the Director will provide the board education on transportation issues, and options and financing for addressing them. The new Director will need a short learning curve for grasping the nuances of federal and state programs, and remain diligent in oversight of such details. Employees may seek advice from him or her on resolving personnel issues and technical challenges. The Director will also need in-depth knowledge of public finance and budgeting, human resource management, information technology and intergovernmental dynamics.

**Skill in building networks and managing relationships.** The Director must be visible throughout the region in strengthening relationships with board members and other local government officials, and with other community leaders and organizations. He or she must maintain excellent lines of communication with the agency's federal and state transportation partners. The board also expects the Director to participate in broader networks beyond the region to pursue collaborative opportunities and professional development.

**Excellent communication skills.** The Director is the most visible "face" of the WAMPO organization. He or she needs the ability to listen without premature judgment, seek candid feedback from others provide timely board communication, make and interpret decisions, and practice diplomacy with community and business leaders. The next Director also must have superior writing and public presentation skills.

## **VII. Parameters of Compensation**

The board is committed to offering a base salary and benefits comparable to similar size and functioning Midwest agencies. The low end of the salary range has been set by the board at \$115,000. Beyond the standard benefits for all employees, certain executive benefits may be negotiated as a part of total compensation; these may include: car allowance, professional development opportunities and memberships, vacation leave and a technology allowance. The board expects to enter into an employment agreement with the candidate selected for the position.

Current employee benefits for all positions, including the Director, are as follows:

- Group health insurance administered by United Health Care. The employee's share of the premium is deducted bi-weekly at an 80/20 (Employer/Employee) split
- Dental coverage through Delta Dental at a 50/50 split
- Vision coverage through Surency Vision provided at a 50/50 split
- Participation in WAMPO administered 457 Retirement Plan
- Deferred Compensation program (voluntary employee contributions only)
- Life Insurance, Long-Term Disability Insurance and Long-term Care Plans paid 100% by employer
- Eleven paid holidays and an additional personal holiday
- Sick leave allocated based on length of service
- Vacation leave, depending on length of service

## **VIII. Recruitment Timetable (approximate)**

- **June 3:** Approve recruitment profile and announce vacancy
- **July 12:** Preferred deadline for resume submission
- **July 26:** Screening Report provided to Executive Committee
- **August 7:** Executive Committee selects finalists for the position
- **August 19:** Finalist candidates for the position are interviewed by Executive Committee
- **August 26:** Committee recommends preferred candidate to Transportation Policy Board
- **August 28:** TPB extends employment offer to preferred candidate
- **September 3:** New Director announced
- **October 1:** New Director begins work (or as soon thereafter as possible)