

Southeastern Regional Planning and Economic Development District (SRPEDD)

SRPEDD



Executive Director Position Available

Southeastern Regional Planning and Economic Development District

Taunton, MA

The Southeastern Regional Planning and Economic Development District is the Regional Planning Agency (RPA) and Metropolitan Planning Organization (MPO) for twenty-seven municipalities serving a population of 620,000. The SRPEDD communities are south of Boston, east of Providence and west of Cape Cod and are a mix of cities, suburbs and rural areas. See www.srpedd.org

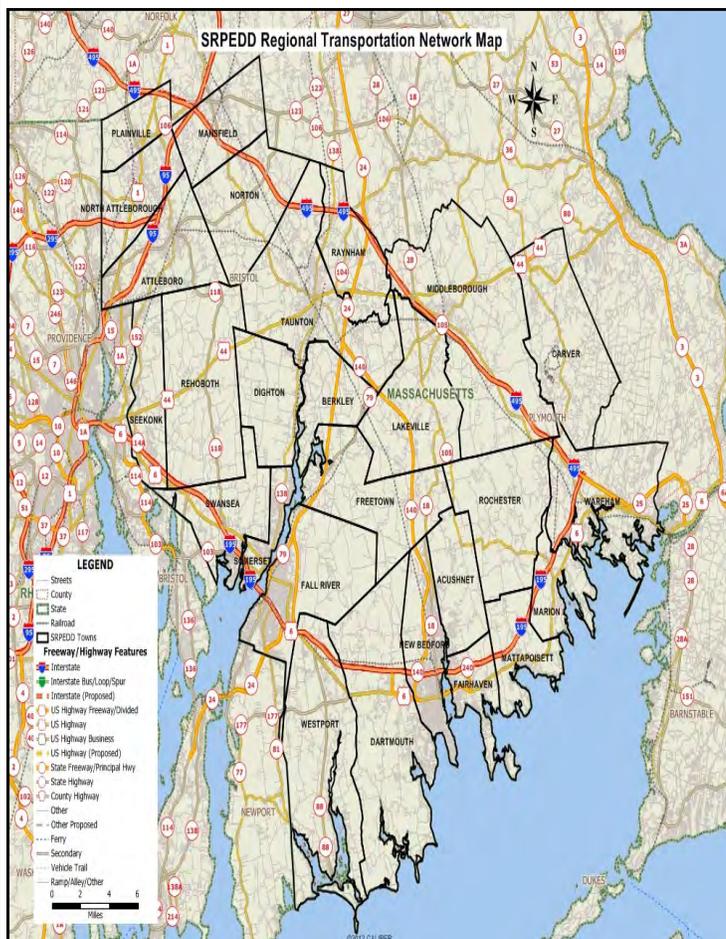
Municipalities listed in alphabetical order:

Acushnet	Lakeville	Raynham
Attleboro (gateway city)	Mansfield	Rehoboth
Berkley	Marion	Rochester
Carver	Mattapoiset	Seekonk
Dartmouth	Middleboro	Somerset
Dighton	New Bedford (gateway city)	Swansea
Fairhaven	North Attleborough	Taunton (gateway city)
Fall River (gateway city)	Norton	Wareham
Freetown	Plainville	Westport



The Region's Assets:

- ◆ The region has miles of beautiful coastline and the longest undammed river in Massachusetts – The Taunton River.
- ◆ The region is rich in history: from Dighton Rock to Plymouth Rock, commercial whaling and fishing, Frederick Douglass and the underground railroad, inspiration for Herman Melville's "Moby Dick", the age of textiles, to Battleship Cove.
- ◆ The region is one of the nation's leading producers of cranberries. The Ocean Spray Headquarters are located in both Lakeville and Middleborough.
- ◆ New Bedford is the #1 fishing port in the U.S. as ranked by value of the harvest.
- ◆ The region's coast, lakes and ponds, parks and forests, provide year-round recreational opportunities. The region has first class office and industrial parks. New businesses include marine technology, medical technology and information technology. Housing costs are lower than in Boston, Worcester and Providence, leading to a steady growth in demand for housing.
- ◆ There are public and private institutions of higher learning: UMass Dartmouth, Bridgewater State University, Bristol Community College, Wheaton College and the UMass School of Law at Dartmouth.
- ◆ The region is a center of innovation and entrepreneurial spirit. The UMass School for Marine Science and Technology (SMAST) in New Bedford and the Advanced Technology and Manufacturing Center (AMTC) in Fall River are new business incubators.



Description of SRPEDD Organization & Projects

SRPEDD is governed by a Commission of up to 60 members including:

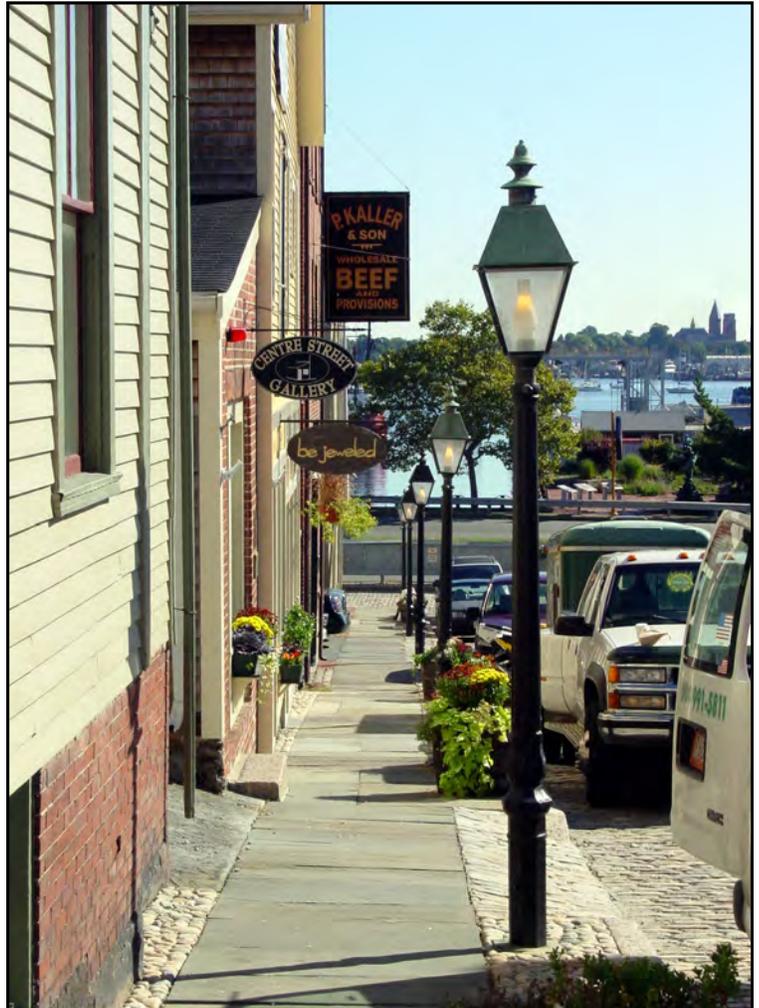
- ◆ The chief elected official (or appointed representative) from each community
- ◆ A designated member of the planning board (or appointed representative) from each community
- ◆ Up to six at large slots representative of low income and minority interest group

The Executive Committee is elected annually by the Commission members and consists of:

- ◆ Officers – Chair, Vice Chair, Secretary, Treasurer, Vice Treasurer and immediate past president/chair
- ◆ Four mayoral representatives
- ◆ Four select board representatives
- ◆ Four planning board representatives

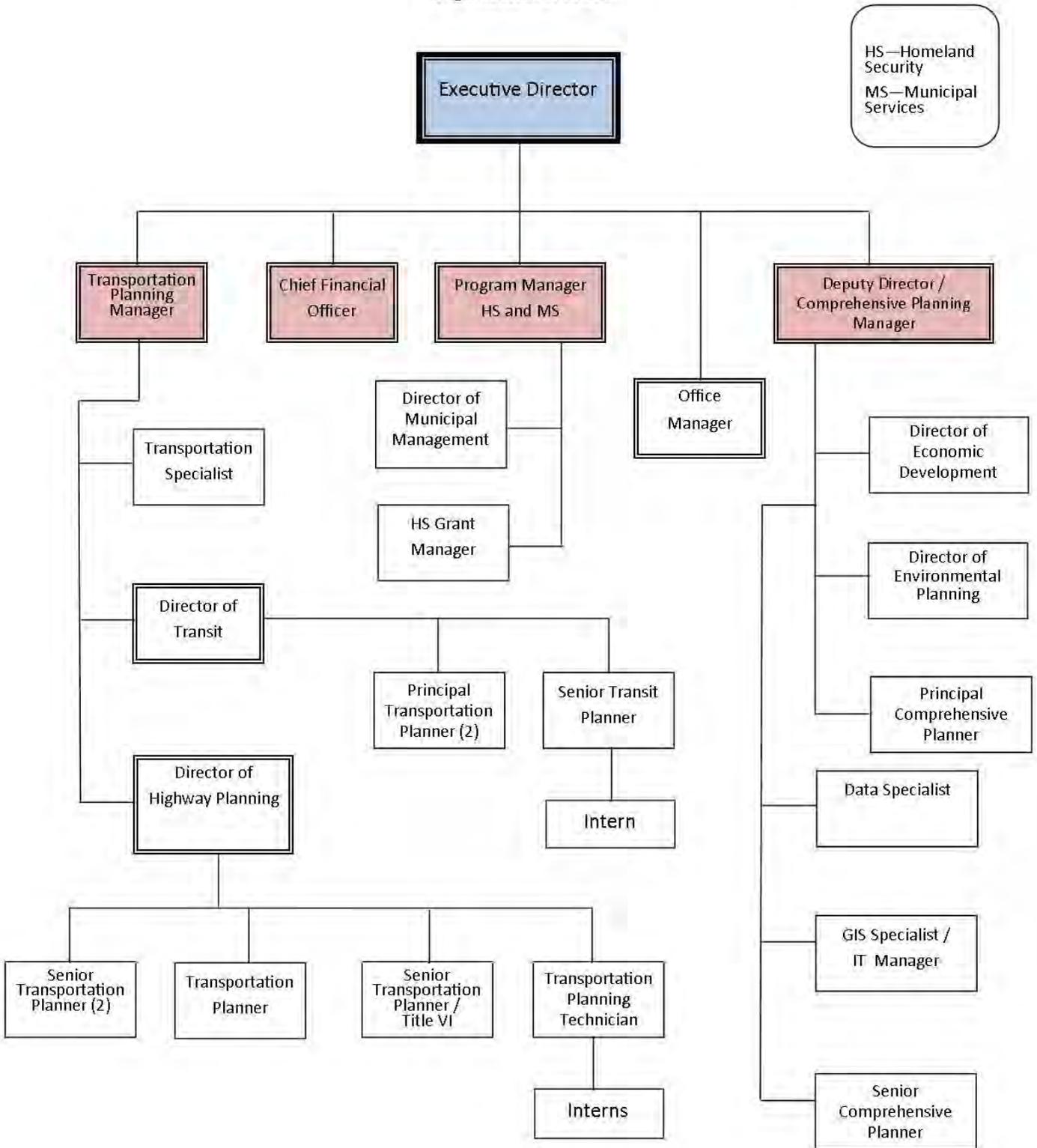
Additional committees include the Finance Committee, Personnel Committee, Joint Transportation Planning Group, and the Regional Economic Strategy Committee. The Executive Director is appointed by the Commission and works with the full Commission and the various committees.

The Executive Director appoints the staff (currently 24 employees) who work in Transportation Planning, Transit Planning, Environmental Planning, Comprehensive Planning, Economic Development, Regional and Municipal Service, Geographic Information Systems, and Homeland Security. SRPEDD has over 20 contracts and grants to accomplish these projects.



Southeastern Regional Planning and Economic Development District

Organizational Chart



HS—Homeland Security
MS—Municipal Services

Highlights of SRPEDD Projects:

- ◆ Economic Development - help communities with EDA grant applications and infrastructure improvement including: focus on industrial parks and brownfield work and funding: work with local economic development commissions to streamline permitting process for expedited services
- ◆ Comprehensive Planning - planning ahead for growth and housing; assist communities in the development of local housing production plans, master plans and open space and recreation plans
- ◆ Transportation Planning – prepare Regional Transportation Plan, Transportation Improvement Plan, South Coast Rail Corridor Plan, Regional Bicycle Plan, Travel demand forecast modeling programs, etc.
- ◆ Municipal Services - 40 hours to each City/Town assist in such projects as: updating to zoning regulations or subdivision regulations, grant applications, open space plans, housing strategies, traffic studies or traffic counts, traffic design projects, economic development master plan, updates to town comprehensive plan, bicycle and pedestrian plans, mapping assistance, GIS assistance etc.
- ◆ Environmental Planning - work with Taunton River Stewardship Council, Taunton River Watershed Resiliency Project, Mill River Restoration Partnership, hazard mitigation and pre-disaster plans, wetlands and storm water review and evaluations, etc.
- ◆ Regional Services – SRPEDD has set up a cooperative purchasing coalition for all the municipalities in the district. SRPEDD has reviewed issues such as joint services of regional dispatch and is currently working on electric aggregation
- ◆ Homeland Security Council - serves the SRPEDD towns and 69 additional towns to implement grant funds for training and emergency exercises, promote interoperability of public safety communication systems, and purchase of related public safety equipment for Homeland Security operations

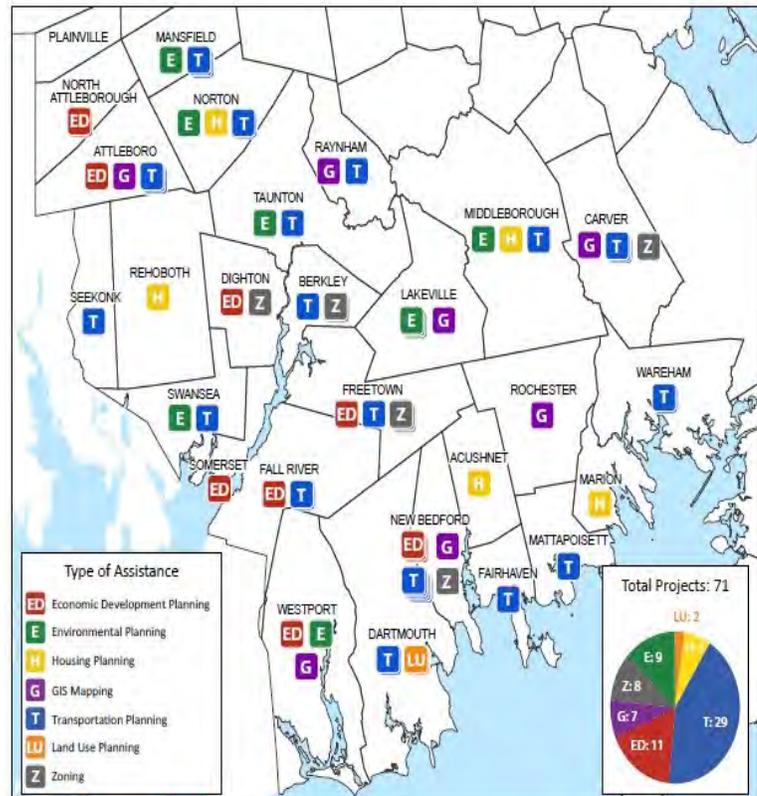
- ◆ Technical support - managerial support for two Transit Authorities located in the district –GATRA & SRTA; managerial and administrative assistance to the South Coast Rail Task Force to identify train stations and transit oriented development opportunities throughout the corridor. This is a long term project which is now in the design phase
- ◆ Partner with the region’s higher education institutions to research and analyze regional issues

Technical Assistance

Map of Technical Assistance Projects

SRPEDD provided technical assistance to 26 member communities during the past year, as illustrated in this map. Funding came from the following sources:

- District Local Technical Assistance (Massachusetts Legislature)
- South Coast Rail Technical Assistance (MassDOT)
- Municipal Assistance (SRPEDD Assessments)
- Economic Development (US EDA)
- Transportation Studies (MassDOT)
- Environmental Studies (US EPA, NOAA, Foundations)



Job Description

The Executive Director reports to the SRPEDD Commission and is responsible for management of about 20 separate contracts with federal and state agencies, cities and towns, and other organizations. He/She oversees the execution of a work program that includes regional and environmental planning, transportation planning, economic development, providing technical assistance to member communities, promoting improved municipal management practices, and managing the fiduciary activities of the regional Homeland Security Council.

Specific responsibilities include but not limited to:

- ◆ Manage financial affairs of the agency including annual budget, contract compliance, payroll and fringe benefits, purchasing, maintenance of SRPEDD Office, and annual audit. FY 2015 budget is \$2,480,000
- ◆ Develop and maintain highly professional staff – team building, motivation, conflict resolution, staff evaluations, compensation, etc.
- ◆ Prepare and oversee grant research, writing and administration
- ◆ Oversee implementation of technology to meet the needs of agency and communities
- ◆ Act as the agency's representative to the general public, press and elected/appointed federal, state and local officials
- ◆ Work closely with diverse constituencies including city and town officials, state and federal agencies, legislators, interest groups, citizens, commission members, committee members, staff, various councils or task forces related to the work of Agency

Qualifications

Bachelor's degree required. Master's degree in planning, transportation engineering, economic development, or public administration or related field preferred. Professional certification in Planning (AICP) desired or other related certifications. Five to ten years of experience in local or regional planning, community or economic development, transportation, environmental or municipal management with leadership experience in similar agency/firm. Knowledge of comprehensive planning, traffic studies and planning, transit programs, state and federal funding, grants administration, environmental planning, homeland security, municipal operations, and data analysis including GIS.



CHALLENGES & OPPORTUNITIES

- ◆ To build on a solid organization that is staffed by qualified individuals, promote professional development, encourage innovative ideas
- ◆ To pursue new sources of funding, including grant opportunities
- ◆ To maintain and enhance SRPEDD's reputation as an innovative planning organization
- ◆ To continue efforts to regionalize services for member communities
- ◆ To increase efforts for more flexible bus service to meet customer needs and boost ridership
- ◆ To promote increased regional economic development through coordination with stakeholders including chambers of commerce, business and educational leaders, workforce groups and State agencies, etc.
- ◆ To help SRPEDD communities address issues such as aging infrastructure, economic development and diversification, and environmental issues
- ◆ To enhance and diversify transportation planning



CHARACTERISTICS OF THE IDEAL CANDIDATE

- ◆ Expertise and experience with the planning areas listed in the qualification statement
- ◆ Ability to work with the Commission members and to create a common vision to move the organization forward
- ◆ Well-developed leadership instincts and the ability to anticipate issues and create opportunities to address short and long term strategic needs of the organization and regional planning and development issues
- ◆ History of working with and maintaining effective relationships with community partners, businesses, state and federal agencies, non-profits, other regional agencies, etc.
- ◆ Budgetary acumen
- ◆ Management skills to handle the organizational operations including personnel and financial management. Ability to promote new technologies to improve efficiency and effectiveness of staff and programs for municipal members
- ◆ Strong interpersonal skills to deal with internal and external stakeholders and the ability to reach out to new partners
- ◆ Ability to nurture and motivate staff to work as a team. Demonstrated success in applying for grants and pursuing alternative funding
- ◆ Organized leader with the political skills to work with regional and state leadership

Compensation & Application Process

The salary is negotiable. Salary Range - \$110,000 - \$125,000 with employee benefits including: state health insurance, state retirement plan, professional membership, car and phone allowance, etc.

Please email your cover letter and resume by October 9, 2015 to:

Ms. Randi Frank Randi Frank Consulting, LLC

7 Promontory Dr. Wallingford, CT 06492

www.randifrank.com randi@randifrank.com 203-284-3707

