

TRANSPORTATION PLANNER

FLSA Status: Exempt

GENERAL RESPONSIBILITIES

This is a permanent part-time position (not to exceed 20 hours per week) responsible for performing professional work involved in the general practices of metropolitan transportation planning, as well as support of the HEPMPO's transportation improvement program and other geographic information system (GIS) databases.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Provides technical and planning assistance in support of the overall activities of the HEPMPO.
2. Plans, develops, and maintains databases relating to socio-demographics, traffic counts, crash data, land use, census data, employment projections, etc. and performs data analysis.
3. Represent the MPO at local, regional, state and national meetings as appropriate, as well as make public presentations.
4. Manipulates geographic information systems (GIS) environments to produce geographic map layouts and technical information for inclusion in reports, planning studies and other products.
5. Provide demographic information for staff analysis and public inquiry and generate data for use in reports.
6. Provide assistance in collecting, analyzing and importing appropriate data from outside agencies, local/state governments and other sources into HEPMPO regional databases.
7. Analyzes traffic studies on a regional and local level.
8. Assist in researching, preparing and developing comprehensive planning program policies.
9. Assist in the development of the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP) and other transportation planning special studies.
10. Assist member local governments preparing and completing relative federal and state transportation grant applications.
11. Perform other related tasks, including administrative responsibilities as directed by the HEPMPO Director.

KNOWLEDGE, SKILLS, AND ABILITIES

1. General knowledge of principles and practices of urban or transportation planning.
2. Knowledge of transportation improvement programs with experience in SOVRA's EcoInteractive software desired.
3. Knowledge of air quality modeling and transportation conformity analysis and reporting.
4. Ability to perform essential tasks with minimal supervision.
5. The candidate must demonstrate the ability to communicate, both orally and in writing, with staff members, local, state and federal agencies, businesses and the general public.
6. Proficiency with Microsoft Office Suite and ESRI ArcGIS.
7. Must have the ability to manage multiple responsibilities and meet deadlines.
8. Must have the ability to provide general technical assistance to local governments and professional staff.
9. Requires attention to detail.
10. Ability to apply analytical and research skills to a diversity of projects.
11. Ability to learn state and federal regulation and compliance related to transportation programs.

EDUCATION AND EXPERIENCE

The successful candidate will have one to three years of professional experience in transportation, urban or regional planning, geography, geographic information systems or other technical experience; and any combination of education and training equivalent to a Bachelor's degree from accredited college or university with major course work in transportation, urban or regional planning, geography or geographic information systems.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions. Position may require some field work in relation to collecting data, project photographs and attending onsite project meetings.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Must have the ability to gain or provide own transportation.

Must be willing to travel when required and attend meetings outside of normal business hours.