

TRANSPORTATION PLANNER

Department: Rural Transportation Planning Organization

Reports to: MVPO Executive Director

General Summary

Performs technical and specialized transportation and community planning duties in the region or for region-wide projects. Assisting in the development of transportation plans and studies in the MVPO five-county region. Work is performed under general supervision of the Executive Director with latitude for the use of initiative and independent judgment based on professional education and previous experience. This position will specifically focus on comprehensive regional transportation planning and will also involve other work as assigned. The use of Geographic Information Systems (GIS) within the Transportation assignment is required.

Duties, Functions and Responsibilities

The following list of essential functions is intended to be representative of the tasks performed within this job description:

- Assist with development, implementation and/or analysis of short- and long-range transportation plans, subarea studies, land use/transportation coordination, performance metrics, grant applications and other multi-modal planning and studies.
- Coordinate with staff, stakeholders, Mobility Manager and committees to ensure input on programs and projects.
- Prepare reports and present to various audiences including the MVPO Transportation Technical and Citizens Committees, elected officials, member-government staff, stakeholders and the public.
- Coordinate and conduct outreach with various stakeholders inclusive of local governments, partner agencies, the public, vulnerable populations and others as identified.
- Remain up to date with transportation funding requirements; review regulations and procedures.
- Data analysis and management through Geographic Information Systems (GIS) software.
- Conduct required background research and data collection to support recommendations for system development, support on planning studies and pilot projects, state and federal grant applications and related reports.
- Provide support in developing scopes of work and schedules, related budget cost controls, technical analysis and coordination, quality control and general project delivery.
- Research and analyze industry trends of land use and development in multi-modal planning.
- Coordinate interagency activities for specific planning efforts and/or projects.
- Provide support for development and maintenance of MVPO's Regional Transportation Plan and Transportation Improvement Program.
- Prioritize and organize work assignments.
- Take initiative to perform other duties to maintain MVPO operations.
- Perform drafting, layout and graphics work.
- Perform other duties as assigned.

Management reserves the right to add, modify, change or rescind the work assignments to make reasonable accommodations where appropriate so that qualified employees can perform the essential function of the job.

Qualifications

A 4-year degree in transportation planning, regional planning, political science, public administration, economics, geography or related field is required. Minimum of two years of transportation or regional planning experience is preferred but not required. Possession of a Geographic Information Systems (GIS) certificate and/or college courses and demonstrated work experience using GIS. Demonstrated experience may be considered as partial substitution for education requirements and will be considered on a case-by-case basis. Driver's License is required and specialized certifications may also be required of individual positions.

Submit a cover letter and resume to:

Maumee Valley Planning Organization
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Equal Opportunity Employer