

Department: Economic and Community Development
Reports to: MPO Director

General Statement of Duties

Performs technical and specialized transportation and community planning duties in the region or for region-wide projects.

Distinguishing Features of the Class

An employee in this class performs MPO planning tasks that assist in long and short-range transportation planning documents and manages a number of MPO functions and planning projects. This work includes managing and assisting with multi-jurisdictional committees made up of elected officials, local government staff, transportation stakeholders, and members of the public, performing technical analysis, presenting technical material to decision-makers, developing short and long-range plans, and any other work needed to maintain MPO operations and responsibilities.

Duties and Responsibilities

Essential Duties and Tasks

- Assists with the development of the Metropolitan Transportation Plan, Transportation Improvement Program, Comprehensive Transportation Plan, and other short and long-range transportation planning documents
- Manages the Locally Coordinated Public Transit and Human Services Transportation Plan, transit portions of the Metropolitan Transportation Plan, transit portions of the Transportation Improvement Program, and any other MPO-led transit planning initiative
- Manages the MPO Transit Operators Workgroup, Urban Transit Subrecipients Group, and other committees and workgroups as assigned
- Manages transit funding distributed at the regional level, including FTA 5307, FTA 5310, JARC, and any other funding sources, as assigned
- Assists with the MPO Board, Technical Coordinating Committee, Prioritization Subcommittee, Citizens Advisory Committee and others as assigned
- Provides technical assistance to member governments for bike/ped, transit, freight, or roadway considerations
- Assists with traffic forecasts, project scoping, and other tasks in cooperation with project implementation agencies
- Assists with the development, oversight, and selection of special studies
- Assists with the prioritization process and the Locally Administered Projects Program
- Assists with gathering and analyzing data, including data collected as part of public input initiatives
- Serve as the MPO liaison to various community groups and committees

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Considerable knowledge of the principles and practices, and research methods related to urban, transportation, and regional planning.
- Considerable knowledge of relevant federal, state and local laws and regulations.
- Considerable knowledge of regional issues, plans and programs.
- Considerable knowledge of the application of personal computers to document preparation, GIS research, spreadsheet analysis, presentation software, and other related applications.
- Demonstrated ability to analyze and systematically compile technical and statistical information, and to prepared technical reports.
- Demonstrated ability to evaluate the feasibility of planning alternatives in relation to trends, costs and social pressures and needs.

- Ability to communicate effectively in oral and written forms, to interpret planning, zoning, and local ordinances to officials and the general public, and to make public presentations.
- Ability to establish and maintain effective working relationships with public officials, clients, coworkers, and the general public.
- Ability to provide leadership to other planners, interns, and project team members.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

Physical Requirements

- Must be able to perform the basic life operational skills of talking, walking, lifting, reaching, standing, fingering, feeling, hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and or 10 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Must possess the visual acuity to examine and work with maps, charts, and detailed materials, operate a computer, go and inspect sites regarding planning issues, use measuring devices, do figure computations, and do extensive reading.

Desirable Education and Experience

- Graduation from a four year college or university with a major in planning or related field and experience in municipal, county or regional planning or in work in the technical field of expertise as a consultant or professional; or an equivalent combination of education and experience. Prefer Masters degree in related field.

Special Requirements

- Driver's License is usually required and specialized certifications may also be required of individual positions.

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