**Cache Metropolitan Planning Organization (CMPO)**

**POSITION DESCRIPTION**

Title: Transportation Planner

Program: Transportation Planning Program

Effective Date: February 22, 2022

FLSA Status: Exempt - Professional

Compensation: $52,298 to $80,199

GENERAL PURPOSE

Performs a variety of Associate-level professional and administrative duties. The Transportation Planner will be called upon to plan, educate, organize, and coordinate the day-to-day support, and/or delivery of specialty services, programs, and projects related to the analysis, development and support of urban and rural transportation planning and development and public transportation planning.

SUPERVISION RECEIVED

Works under the guidance and direction of the CMPO Executive Director

SUPERVISION EXERCISED

Provides general supervision to personnel assigned to selected projects as needed.

GOALS AND WORKER ACTIVITIES

Supervises and conducts comprehensive and detailed research of proposed transportation opportunities for the Cache MPO. These efforts are intended to promote the development, enhance efficiency, and increase safety of regional transportation systems. The Planner develops cooperative relationships to engage in mutually beneficial projects. The Planner collects, reviews and analyzes data and project designs; develops project design options; initiates staff reviews to focus on preferred alternatives consistent with established master plans; prepares master plan amendments; prepares written recommendations related to project development priorities.

Performs various coordinating duties related to the ongoing development and maintenance of the Regional Transportation Plan (RTP) or Transportation Improvement Program (TIP).

Facilitates interaction between various federal, state and local agencies as needed to expedite the decision-making processes for the awarding of project funding.

Performs various administrative and coordinating functions representing the CMPO related to special studies; participates in various planning processes and transit studies specific to individual local jurisdictions.

Represents the agency with various governmental agencies and jurisdictions, commissions, boards, action groups, task forces and special interest organizations; apprises the MPO Advisory and Executive Council and organizations related to program goals and plans; represents the MPO to state and regional planning organizations; presents analysis and reports on various project or program issues, need assessments, strategies, trends and options; serves as a technical and professional resource.

Creates and prepares maps, GPS outputs, graphs, illustrative drawings, web-sites and photographic presentations; creates public displays utilized to apprise and inform the public; provides professional direction for the development of master plans and project procedures.

Receives and coordinates the distribution of information related to various projects; develops public education and awareness materials and promotions; participates in public hearings, workshops and seminars; coordinates media information and assures proper public dissemination; collects public information data related to opinions, interests, and concerns; interprets public attitudes in relation to program and project goals; appraises concerned administrators, executives, boards, chambers of commerce, committees, etc., regarding study outcome.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

1. A bachelor’s degree in urban and rural planning, transportation planning, civil engineering, or some other field directly related to transportation planning;

 AND

1. Three (3) years of responsible experience performing the above and related duties; specific experience in transportation planning or traffic engineering;

 OR

1. An equivalent year-for-year combination of education or experience.

2. Required Knowledge, Skills, and Abilities:

Knowledge of:

Community and economic issues related to transportation planning, environment, or other local and regional growth activities;

Legislative processes, procedures and the political environment associated with urban transportation processes;

Federal and state funding mechanisms for transportation; applicable guidelines and requirements; methods of developing legislative materials and legislation

General knowledge of website design and editing

Skills:

Platform or public speaking experience, techniques; organizational and interpersonal communications skills;

Knowledge of federal law governing the operation of various programs and grants;

Quantitative analysis; organizational communication techniques; negotiation techniques; business and technical writing;

Internal control principles and methods of application; creative problem solving processes and facilitation skills; interrelationships between various types of local governments and agencies.

Ability to:

Analyze a variety of legal, legislative, and organizational problems and make recommendations; organize and assess financial, economic and demographic information; manage budgets and write and submit financial compliance reporting on a monthly basis in a timely and efficient manner.

Coordinate a variety of technical and administrative matters between executives and department heads, boards, committees and task forces; draft technical reports, documents and agreements;

Develop effective working relationships with local, state, and federal agencies, officials and the public; ability to communicate; ability to evaluate and plan professional activities related to above and related duties.

3. Special Qualifications:

May be required to have knowledge and skill with census data for projecting regional growth

Demonstrate a working knowledge of basic word processing, spreadsheet and database software.

Basic understanding of Transportation Demand Modeling, Geographic Information System (GIS) programs and functions.