

## JOB POSTING

Houston-Galveston Area Council seeks the following for an immediate opening:

<u>Position:</u>	Transportation Planner	<u>Position #:</u>	TR07056
<u>Department:</u>	Transportation	<u>Reports to:</u>	Program Manager

Summary of Position: Performs planning and research work for transportation projects and programs. Work involves developing local, subregional, or regional plans or programs; strategies for implementation and tracking results; conducting research and analysis; and providing support as needed on internal projects and to local governments. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### Examples of Work:

1. Collects, organizes, interprets, and analyzes data required in the development of plans or programs.
2. Provides coordination between projects, programs, and departments for projects and staff.
3. Participates in technical, policy, and interagency planning meetings.
4. Prepares reports for various plans, programs, and documentation of research.
5. Researches federal and state regulations, policies, procedures, and legislation that affect transportation planning.
6. Consults and communicates with other departments, agencies, and groups.
7. Assists in developing procedures for implementing plans or programs and for measuring progress.
8. Analyzes information related to transportation, such as land use policies or long-range planning needs.
9. Defines regional or local transportation planning problems and priorities.
10. Provides technical assistance to local governments on community planning projects.
11. Analyzes and interprets data from geographic information systems or databases.
12. Designs transportation surveys to identify areas of public concern.
13. Participates in public meetings or hearings to explain planning proposals, to gather feedback from those affected by projects, or to achieve consensus on projects.
14. Prepare and give briefings/presentations for projects.

### Minimum Requirements

1. Bachelor's degree required, with emphasis in Urban and Regional Planning, Planning, or related field. Master's degree is preferred.
2. Familiarity with local and regional planning methods and techniques.
3. Working knowledge of Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).
4. Basic experience using Geographic Information System (GIS) for project analysis. Experience with additional planning tools and techniques also desired.
5. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
6. Must have strong communication skills, both oral and written, and experience in public speaking.
7. Ability to work as a team player on multiple projects.
8. Strong analytical and research skills are required.
9. Ability to prioritize and organize work.

Salary Level: Level 6, Professional II

Budgeted Salary: 47,000 – 52,000

Application Process: Please apply online at [www.h-gac.com/careers](http://www.h-gac.com/careers)