



OPEN POSITION ANNOUNCEMENT

PLANNER III

(Senior Transportation Planner)

(October 2011)

DESCRIPTION OF WORK: (This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job).

- Leads transit planning activities for DRCOG:
 - Preparation, updates, and maintenance of the Transit Element document of the Regional Transportation Plan
 - Coordination with Regional Transportation District (RTD) on FasTracks review activities
 - Evaluation, selection, and monitoring of transit projects for specific funding programs
 - Leads or participates in preparation of transportation plans and studies
- Represents DRCOG on partner agency planning studies or transit councils
- Assists in a variety of transportation planning research activities
- Prepares and gives presentations, meets with public, facilitates meetings
- Maintains liaison with staff from CDOT, RTD, and local transit providers in the region
- Represents DRCOG on specialized transit service committees and councils
- Supervises assigned planning staff and consultants

QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills, and Abilities:

- Requires working knowledge of:
 - The principles and practices of regional transportation planning, transit planning policies and services (public and specialized)
- Ability to:
 - Independently manage projects; complete comprehensive reports,
 - Effectively communicate orally before public groups,
 - Establish and maintain effective working relationships (with other employees, officials and the public)
 - Utilize personal computers and Microsoft office and other software applications (Word and Excel required: Access, GIS desirable)
 - Schedule work and carry out assignments with limited supervision

Education and Experience:

- Masters degree in transportation engineering, planning, public administration, geography, or similar relevant discipline
- Three years of professional experience in transportation planning, with a minimum of two years in transit planning, operations, or administration.
- Equivalent combination of applicable education and experience

STATUS: Full-time, Exempt

SALARY: Grade 8, Hiring range: \$4,766 - \$5,833/month depending on qualifications. Full range: \$4,766 - \$6,901/month.

APPLICATION DEADLINE: November 18, 2011 at midnight

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER: M/F/D/V