

# NOACA Job Description

NOACA is an Equal Opportunity Employer

<b>Position:</b> Planner II	<b>Division:</b>
<b>Title:</b> Transportation and/or Environmental Planner	<b>Salary Range:</b> Minimum \$47,241 – commensurate with experience
<b>Job Description:</b> This position involves learning and applying mid-level planning skills to assigned tasks, under close supervision in an office environment. The Planner II is a mid-level position under direct supervision. The Planner II is responsible for applying the skills needed to perform assigned tasks and assisting other staff members with assigned tasks. The Planner II may work on transportation and/or environmental planning efforts, as assigned at the time of hire, in furtherance of the mission of the Northeast Ohio Areawide Coordinating Agency (NOACA) as a metropolitan planning organization (MPO) and areawide water quality management agency.	
<b>Duties and Responsibilities:</b> The duties and requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform this job. To be considered for this position, an individual must be able to perform each duty in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.	
<b>Technical:</b> <ul style="list-style-type: none"> <li>• Performs research, planning, evaluation, and report-writing as directed on one or more assigned tasks.</li> </ul>	
<b>Specific:</b> <ul style="list-style-type: none"> <li>• Possesses a moderately advanced knowledge of transportation and/or air quality and/or water quality issues.</li> <li>• Has a basic understanding of transportation and/or air quality and/or water quality federal requirements and procedures.</li> <li>• Has moderately advanced ability to use relevant software programs and has the ability to learn new software quickly.</li> <li>• Shows development of more advanced capabilities to research, plan, evaluate, and report.</li> </ul>	
<b>General:</b> <ul style="list-style-type: none"> <li>• Manages assigned tasks.</li> <li>• Collects/analyzes/inputs data.</li> <li>• Prepares reports/documents/records.</li> <li>• Presents project-related information to NOACA Board, Committees and/or outside, organizations as required by the position.</li> <li>• Attends work-related meetings inside and outside of the agency offices, as directed.</li> <li>• Engages in minimal travel within the state and the continental U.S., as directed.</li> <li>• Works under supervision alone or in groups on assigned tasks.</li> <li>• Works on special projects as required.</li> <li>• Performs other duties deemed appropriate.</li> </ul>	
<b>*Credentials and Experience:</b> <ul style="list-style-type: none"> <li>• Bachelors Degree in appropriate field plus three years of relevant planning experience. Masters Degree may be substituted for one year of experience.</li> </ul> <p><u>Must be legally able to work in the United States</u></p> <p>*Minimum Requirements</p>	<b>Knowledge, Skills and Abilities:</b> <ul style="list-style-type: none"> <li>• Understanding and application of Microsoft Office software and other planning software</li> <li>• Understanding and application of GIS software</li> <li>• Research skills</li> <li>• Written and verbal communication skills</li> <li>• Planning and organizational skills</li> </ul>