

VACANCY ANNOUNCEMENT

Planner, Senior

Transportation Access and Mobility Group/Center for Livable Communities

OPEN DATE: March 1, 2019

CLOSE DATE: Open until filled

POSITION SUMMARY:

The Atlanta Regional Commission (ARC) is the regional planning and intergovernmental coordination agency that focuses on issues critical to the Atlanta region's success, including growth and development, transportation, water resources, regional leadership development, services for older adults and workforce solutions. ARC is dedicated to unifying the region's collective resources to prepare the metropolitan area for a prosperous future. This is done through professional planning initiatives, the provision of objective information and the involvement of the community in collaborative partnerships.

The Senior Planner will be responsible for performing daily transit planning work activities, attending and representing the region's interests at meetings regarding transit planning, both operational and master planning. This individual will also be assisting with developing the transit related aspects of the Transportation Improvement Program and Regional Transportation Plan and perform policy analysis and report preparation for transit-related planning issues and topics.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides regional planning coordination by developing strategies, educating stakeholders, identifying and recommending funding options, and serving as a liaison to state and local jurisdictions and non-profit organizations;
- Chairs committees; develops committee agendas and determines content; hosts and facilitates meetings; assists with organizing and developing content for regional forums; recruits and selects speakers/topics; and coordinates set-up of meeting space;
- Develops and writes regional policy, programing and budget documents; prepares comprehensive plan documents; researches issues, gathers and analyzes data, assesses policy impacts, performs case studies, identifies best practices, performs technical analyses of projects and programs;
- Serves as project manager, developing methodologies, analyses and planning activities; oversees consultant work product, contracts and invoice payment; may lead lower level employees participating in project work; and coordinates development and deployment of strategies throughout the region;
- Produces reports, presentations and outreach materials using various tools, interactive and/or digital media; makes presentations;
- Provides technical assistance to member jurisdictions; and assists other planning staff in area of expertise;

- Serves as a lead worker, assigning work and monitoring work completion, as assigned;
- Perform other duties as assigned to support agency goals and objectives.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES:

- Knowledge of Arc-GIS, along with understanding the underlying theory;
- Knowledge of software transit planning and analysis software, such as Remix and Conveyal;
- Knowledge of city and regional planning concepts and implementation, policies impacting metropolitan areas;
- Skill in developing new and innovative analytical processes;
- Ability to communicate information effectively, both orally and in writing, to a broad range of audiences;
- Ability to manage multiple assignments and manage follow-up tasks;
- Ability to prepare and deliver public presentations and recommendations to a variety of audiences;
- Ability to foster open communications with and among staff, facilitating two-way learning and sharing of resources;
- Possess highly developed interpersonal skills to interact effectively with internal staff, the ARC Board, and a broad range of active stakeholders;
- Possess strong verbal and written communication skills and problem-solving skills;
- Proficient with Microsoft Office applications, including Word, Excel, and Powerpoint.

MINIMUM QUALIFICATIONS (*equivalent combination acceptable*):

- Bachelor's degree in urban or regional planning, economics, architecture, landscape architecture or related field
- Two (2) years of professional planning experience, which may include internship experience

PREFERRED QUALIFICATION:

- Master's degree in transportation planning, urban planning, civil engineering, computer science, or public health

SPECIAL REQUIREMENTS:

In addition to the detailed examples of responsibilities and abilities contained herein, all employees of the Atlanta Regional Commission are expected to model behavior consistent with the guiding principles outlined in our **Evolution Strategy**. Specifically, incumbents are responsible for demonstrating work habits that are:

1. Interdisciplinary by promoting professional and interpersonal connections and integration across functional disciplines;
2. Holistic by seeking expertise within the team, Group, or Agency to produce his/her work output, and demonstrating a strong understanding of and support for interrelationships between their work and the work of others in the team, Group, or Agency;
3. Actionable by continuously striving to improve his/her capabilities to produce sustainable outcomes, and displaying a strong need for achievement and a high energy level to attain goals;
4. Outcome Based by taking the initiative to meet goals and expectations, and consistently striving to produce tangible results with significant visible impact, and;

5. Targeted toward Ensuring Colleagues' Success by willingly and deliberately providing his/her expertise to others in an effort to build and sustain effective internal and external working relationships, and by modeling behaviors that consistently demonstrate concern for colleagues' success, needs, respect, trust and integrity.

ANNUAL SALARY RANGE: \$53,828-\$72,668 (no SS deductions except for Medicare portion, approx. 1.45% of salary)

ARC is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in employment or the provision of services.