

VACANCY ANNOUNCEMENT

Planner, Senior

Transportation and Mobility Group/Center for Livable Communities

OPEN DATE: July 10, 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 region's success, including growth and development, transportation, water resources, 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 Planner, Senior will serve as a team member in the Program Implementation and Partner Services section within the Transportation Access and Mobility Group. This individual will be responsible for supporting the Regional Transportation Studies Program and working with local jurisdictions on project concept development and project administration. This individual will also assist the team with generating quarterly Transportation Improvement Plan (TIP) project delivery reports for the Atlanta region and the maintenance of the TIP project solicitation process under the supervision of the TIP Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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;
- Conducts regional transportation and other planning data, testing and evaluation, preparing regional, corridor and activity center needs assessments;
- Produces reports, presentations and outreach materials using various tools, interactive and/or digital media; makes presentations;
- Works with local jurisdictions on general regional transportation planning and assist local project sponsors on the implementation of federal-aided funded projects following GDOT's Plan Development process (PDP);
- Provides technical assistance to member jurisdictions; and assists other planning staff in area of expertise;
- Perform other duties assigned to support agency goals and objectives.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES:

- Knowledge of transportation program administration and management;
- Knowledge of GDOT Plan Development Process (PDP) and Locally Administered Project (LAP) process;
- Knowledge of ArcGIS, along with understanding of its basic concepts;
- Ability to gather data, analyze findings and apply logic and reason;
- Ability to coordinate deadlines, prioritize work demands, and monitor programs/projects;
- Ability to present to a variety of audiences, from small groups of internal technical staff to larger groups of external public and private stakeholders;
- Ability to work in a team environment;
- Skill in developing new and innovative analytical processes;
- Possess strong problem-solving, and verbal and written communication skills;
- Possess strong interpersonal, analytical and organization skills;
- Proficiency with Microsoft Office applications.

MINIMUM QUALIFICATIONS (*equivalent combination acceptable*):

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

PREFERRED QUALIFICATION:

- AICP and/or P.T.P. certification

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.