

## Planner

*Salary Range:* \$55,000-\$80,000 (depending on qualifications) with a competitive benefits package

*Location:* Sandy Hook, CT

*Closing Date:* Open until filled or closed

### About WestCOG

The Western Connecticut Council of Governments (WestCOG) is a metropolitan and regional planning organization that provides transportation, environmental, economic development, GIS and other planning services to 18 municipalities in western and southwestern Connecticut.

### Job Description and Responsibilities

WestCOG seeks a qualified and highly-motivated person to serve as a Planner or Project Manager. The ideal candidate will provide support on a variety of transportation planning activities, including freight, transit, and congestion mitigation planning. Job responsibilities may evolve over time but initially are expected to include:

- Development of local and regional transportation studies and plans; and
- Assist with state and federal transportation programs; and
- Management of consultant-led planning studies; and
- Conduct data collection and statistical analysis; and
- Prepare reports and related planning documents for technical and non-technical audiences; and
- Communicate with local, state, and federal transportation officials; and
- Assist with project solicitation, review and prioritization; and
- Assist with procurement processes, including Requests for Proposals/Qualifications; and
- Facilitate public and stakeholder engagement, and
- Other tasks as assigned

### Desirable Knowledge, Skills, and Abilities

The ideal candidate will be/have:

- Strong project management skills
- Transportation planning experience
- Strong written and oral communication skills
- Excellent time management skills to handle multiple assignments simultaneously on-time
- Ability to pay attention to detail
- Outcome-oriented, with strategic execution and good follow through to deliver on assignments
- Ability to work within government structure and protocol

- Ability to work independently, while maintaining strong working relationships with supervisors, staff, elected officials, committee members, consultants, and members of the public
- Knowledge of regional government and Metropolitan Planning Organizations (MPO) is a plus
- GIS skills a plus

## Experience

S/he should have five to seven years of relevant work experience that provides the applicant with the desired skills, knowledge, and ability to perform the job.

The ideal candidate will have a high level of proficiency in:

- Spoken and written English
- Mathematics and statistics
- Information technology and information systems

The ideal candidate will be quick on his or her feet, be an innovative and creative thinker, and be highly motivated, affable, and reliable.

## Salary and Benefits

Title to be determined commensurate with experience, and corresponding salary of \$55,000-\$80,000, depending on qualifications.

WestCOG offers a competitive benefits package including: health and dental insurance; retirement contributions; vacation time; personal time; sick time; flexible work schedules; telecommuting opportunities; and employer-paid professional accreditations, memberships and conferences.

This position provides an opportunity to work in a collaborative, supportive, and motivating work environment. The employee will be stationed in WestCOG's office located in Sandy Hook, CT. This area of Connecticut combines the rural charm of a small New England town with the sophistication and amenities of metropolitan suburbs and offers:

- High quality of life
- Close access to major cities, universities, world-class healthcare, cultural and recreational attractions
- Excellent school systems
- Access to recreational trails and many leisure activities

## Applying for the Position

To be considered, applicants must have a driver's license, access to reliable transportation, and be legally able to work in the United States.

To apply, submit a cover letter, resume, references, and salary requirements to Mr. Francis R. Pickering, Executive Director at [westcog@outlook.com](mailto:westcog@outlook.com). Selected candidates may be asked to

provide additional information or to appear for a personal interview. This position will remain open until filled or closed.

WestCOG is an Equal Opportunity Employer.