



## **ASSISTANT PLANNER**

### **POSITION OVERVIEW**

Innovation, collaboration, inclusivity and proactivity are highly valued at COMPASS. The Assistant Planner provides a key support role for COMPASS projects and programs. The Assistant Planner should expect to have a primary focus on the Transportation Improvement Program but should also expect to contribute to other planning efforts at various times throughout the regional long range planning cycle.

The work in this position involves the performance of routine to moderately difficult professional planning tasks under the direction of a more senior planner. The Assistant Planner performs data collection, data entry, analysis, and graphic support. This position may also provide mapping and basic geographic information systems support.

### **EXAMPLES OF WORK**

- Support annual development of the Transportation Improvement Program (TIP)
- Assist in maintenance and updates of the TIP throughout the year
- Perform a substantial amount of data entry and analysis from sources that include Word, Access and Excel files, printouts, charts, and maps
- Review, analyze and report on collected data
- Develop database files and programs and prepare spreadsheets in support of specific tasks
- Perform basic applications using the agency's geographic information system
- Create maps, charts and graphs to provide useful planning information
- Prepare reports documenting methodologies used in research and summarizing findings
- Support and assist with Long Range Transportation Plan development
- Answer transportation, environmental, and demographic requests from the public
- Perform other tasks as required

### **REQUIRED KNOWLEDGE, EXPERIENCE AND TRAINING**

- Knowledge of basic planning principles in areas relevant to COMPASS' Work Program
- Working knowledge of data collection techniques, technical writing, and data analysis
- Ability to understand project needs, create strategies based on general problem statements and interact with management, planners and other staff
- Attention to detail

- Professional communication skills, both verbal and written
- Ability to respond skillfully to frequent change in both data inputs and work priorities
- Ability to geocode locations from address data tables using ArcGIS
- Ability to respond to inquiries in a professional and positive manner and to present a professional image to the public
- Bachelor's degree with specialization in planning, engineering or a related field, or a combination of experience and education sufficient to meet the requirements for this position
- Solid understanding of relational database fundamentals, including creating and executing queries, creating scripts, importing/exporting data and manipulating data is a plus

### **SPECIAL REQUIREMENTS**

- Must be available for periodic evening and weekend events and meetings
- Must be able to successfully pass a background check process which includes reference and criminal history checks
- Must be able to obtain a valid Idaho driver's license

### **WORKING CONDITIONS**

The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally lifting/carrying up to 20 pounds.
- Occasionally pushing/pulling up to 20 pounds.
- Work includes sensory ability to speak and hear; also includes close and distance vision
- Requires hand/finger dexterity
- Employees will sit, stand and walk
- Work environment includes inside conditions
- Employees may drive a vehicle as part of this position, in various weather and road conditions
- Employees may work occasional evenings and/or weekends

### **CLASSIFICATION**

This is a full time, non-exempt position.

### **HIRING SALARY RANGE**

\$37,500 to \$42,500, plus comprehensive benefits.

Starting salary is dependent on skills, experience and education.

### **HOW TO APPLY**

Submit resume, cover letter and salary history/requirements electronically to Megan Larsen at [mlarsen@compassidaho.org](mailto:mlarsen@compassidaho.org).

The position is open until filled.

*In compliance with Title 65, Chapter 5 of the Idaho Code, preference will be given to veteran's preference eligible applicants.*

*COMPASS reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.*