

MPO Transportation Planner

CITY OF BLOOMINGTON

Bloomington, IN

MPO Transportation Planner:

Provides Planning and Transportation Department staff support to three different committees of the Bloomington/Monroe County Metropolitan Planning Organization (MPO): the Citizens Advisory Committee, Technical Advisory Committee, and the Policy Committee. Prepares agendas, public hearing packets, oral and written staff reports, and public meeting facilitation. Conducts socio-economic data analysis and Traffic Analysis Zone analysis in association with the City Planning Department's travel demand forecast model. Assists with the development and implementation of the MPO's Metropolitan Transportation Plan (Long Range Transportation Plan). Prepares and administrates the MPO's multi-year Transportation Improvement Program (TIP). Administrates the MPO's Quarterly Tracking Review program to monitor the progress of all TIP projects. Prepares all MPO billings for federal grant monies, and processes appropriate documentation on a quarterly basis. Works with the City Engineering Department on monitoring roadway congestion, levels of service, crashes, and volume counting for recommendations to improve the City's transportation network. Represents MPO for all transit planning activities, including the processing of Bloomington Transit reimbursement claims and the review of special studies regarding the provision of transit services.

Education:

Minimum knowledge equivalent to a Bachelor's degree in planning or related field.

Training/Skills:

Working knowledge of computer applications including Microsoft Word, Excel, Powerpoint, Adobe packages, web programming, and GIS. Ability to establish and maintain effective working relationships with co-workers, committee members, elected officials and the general public. Strong writing, presentation, and grant management skills. Membership in American Institute of Certified Planners (AICP) preferred.

Experience:

Minimum experience equivalent to three (3) or more years. A Master's Degree in planning or related field may substitute for experience. Specific experience in the administration of MPO responsibilities and/or regional planning organizations is desired.

Hours:

Monday-Friday 8am-5pm., other times, as required.

Salary:

\$38,715 - \$50,500

Application for Employment:

Applicants must submit a cover letter, resume, and a completed City Application for Employment available at: <https://bloomington.in.gov/departments/hr/jobs>

ANYONE WISHING TO APPLY FOR THIS POSITION MAY DO SO BY FAX (812-349-3446), EMAIL (HRMAIL@BLOOMINGTON.IN.GOV) OR AT CITY HALL, HUMAN RESOURCES DEPARTMENT (401 N MORTON STREET, SUITE 230). **TO BE CONSIDERED, YOU MUST APPLY BEFORE 5PM ON TUESDAY, FEBRUARY 13, 2018.**