



# **CAREER OPPORTUNITY PROFILE**

**TITLE: Transportation Planner (AAMPO)**  
**CLASS: CED Planner**  
**Community Development Albany Area MPO**  
**Full-Time Regular (40 hrs/wk)**

**Job # 201829**  
**Opens: 10/15/18**  
**Open until filled**

## **ABOUT OREGON CASCADES WEST COUNCIL OF GOVERNMENTS (OCWCOG)**

OCWCOG manages a variety of local, State, and Federal programs to serve residents, local governments, and businesses in our tri-County Region. OCWCOG is recognized by the State of Oregon as an Area Commission on Transportation (ACT) and a Type B Medicaid Transfer Agency. Additionally, the association is recognized by the Federal Government as an Area Agency on Aging (AAA), an Economic Development District (EDD), a U.S. Small Business Administration (SBA) Revolving Loan Fund Coordinator, a U.S. Department of Agriculture Revolving Loan Agency, and staffs the two Metropolitan Planning Organizations (MPOs) in the Region. These designations increase OCWCOG's ability to serve our communities' needs.

As an Oregon intergovernmental entity, in addition to the programs and services that OCWCOG is required by State or Federal contract to provide, OCWCOG helps businesses find appropriate capital; facilitates seniors and persons with disabilities plan for independent living; coordinates local road improvement priorities; and assists with administration and technical support for its member governments.

Each program works towards OCWCOG's mission of helping the Region's communities collaborate to solve problems and connect member governments, businesses, and individuals with a wide array of resources.

## **ABOUT THE AREA**

Oregon Cascades West Council of Governments (OCWCOG) member agencies are located in the Willamette Valley and the Central Oregon Coast. The rugged Oregon seacoast, the high mountain passes of the Oregon Cascades, lush greenery, and the agricultural abundance of the Valley are an attractive addition to an education, employment, and cultural hub.

Only a one-hour drive to Portland and 40 minutes to Eugene – the region's major airports and gateways; and, a twenty-minute drive to Salem, Oregon's State Capitol, where many of OCWCOG's funding agencies and partners are found. The Southern Willamette Valley is best known for its agriculture and its innovation, which include a flourishing wine industry, innovation accelerators, a growing start-up culture, high-tech industry and access to tens of thousands of students, professionals, and entrepreneurs affiliated with Oregon State University, Samaritan Health Systems, Linn-Benton Community College, Hewlett-Packard, the U.S. Department of Energy, and hundreds of other businesses, non-profits, agencies, and community partners.

The Oregon Coast is proof of the Northwest's amazing diversity and its 350-mile coastline is anything but mundane. The Cities of Newport and Toledo anchor OCWCOG's presence in Lincoln County and provide access to multiple working ports, harbors, and bays, and a historic logging and fishing culture. Oceanic and atmospheric research are conducted by the National Oceanographic and Atmospheric Agency and Oregon State University among others – spinning off innovation and industry in fisheries, energy, resource management, and tourism.

## **ABOUT THE ALBANY AREA MPO PROGRAM**

The Albany Area Metropolitan Planning Organization (AAMPO) is the metropolitan planning organization for the Albany Urbanized Area. Members include the cities of Albany, Jefferson, Millersburg, and Tangent, as well as Benton and Linn Counties, and Oregon Department of Transportation. For more information, visit [www.AlbanyAreaMPO.org](http://www.AlbanyAreaMPO.org).

## **GENERAL INFORMATION**

***This announcement will remain open until filled; however, the application screening process is expected to begin on or about October 26, 2018. Therefore, at the agency's discretion, materials received after October 26, 2018 may not receive consideration.***

This position is represented by the Service Employees International Union (SEIU) Union. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check, and the information will be shared with Human Resources. Any criminal history will be reviewed and could result in the withdrawal of the offer or termination of employment.

## **DUTIES AND RESPONSIBILITIES**

- Prepares and administers grant and other funding applications.
- Actively seeks out additional viable funding and partnership opportunities.
- Performs a variety of planning activities for local governments within OCWCOG area.
- Provides assistance to local governments and other groups and committees regarding economic and community development matters as directed by supervisor.
- Assists in the preparation and implementation of portions of the Transportation and Community and Economic Development Work Programs.
- Staffs internal and external OCWCOG committees, groups, events and program activities.
- Meets with and facilitates COG and community-led groups, meetings and focus groups.
- Manages department projects as assigned by supervisor.

## **QUALIFICATIONS REQUIRED AND REQUESTED SKILLS**

### **MINIMUM QUALIFICATIONS:**

To receive credit, and proceed to the next step of the recruiting process, your application form must clearly show that you meet the following:

Graduation from a four-year college or university in planning, public or business administration, economics or field related to job duties, and a minimum of three years related experience; or any satisfactory equivalent combination of education, training and experience which demonstrates the knowledge, skills and abilities to perform the duties of the job required. Experience must have provided a thorough knowledge of federal and state grant programs, Oregon land use planning laws and issues, and community and economic development techniques.

### **DESIRED ATTRIBUTES:**

- Knowledge of federal and state grant programs, and economic and community development principles and practices at the local and regional level;
- Excellent interpersonal and verbal communication skills, including the ability to prepare and effectively make presentations to and facilitate meetings of various groups and the public;
- Ability to write and manage contracts and grants;
- Ability to organize and structure own work, and exercise initiative;
- Ability to meet deadlines and juggle diverse multiple tasks and priorities;
- Ability to gather, organize and analyze data and information and draw conclusions and formulate recommendations;
- Ability to utilize a personal computer for word processing, spreadsheet preparation, presentations, database development and management and electronic communication.
- Knowledge of computer software and hardware for graphic presentations desirable;
- Ability to design and facilitate group visioning, goal setting, planning and decision-making processes;
- Ability to seek, build and maintain critical partner relationships;
- Ability to assist with development and management of budgets involving multiple funding sources.

## **COMPENSATION PACKAGE**

Starting salary is \$25.66 - \$28.28/hourly (effective 11/1/18) DOQE. A step increase will be awarded upon successful completion of a probationary period (typically six months), and then annually thereafter to the top of the range. OCWCOG also offers an attractive benefits package including:

- **Retirement** – OCWCOG pays both the employer’s percentage, and employee’s six percent (6%) contribution into the Oregon Public Employees System (PERS). In addition to PERS, OCWCOG pays into Social Security.
- **Insurance** – For select plans, OCWCOG currently pays one hundred percent (100%) of the insurance premiums for the employee and their eligible dependents. The insurance package includes medical, prescription, dental and vision coverage, alternative care, life, accidental death and dismemberment, as well as long-term care.
- **Holiday Leave** – OCWCOG provides ten and one half (10 ½) fixed holidays, plus two (2) personal days during each fiscal year.
- **Additional Benefits** – Deferred compensation options, Long-term care Insurance, Employee Assistance Program, Credit Union memberships, and options to participate in pre-tax Health Savings Account or Flexible Spending Account.
- **Sick Leave** – Full-time employees accrue eight (8) hours of sick leave each month.
- **Vacation Leave** – Full-time employees accrue vacation leave each month according to the following schedule:
  - 0-36 month – 8 hours/month
  - 37-72 months – 10 hours/month
  - 73-144 months – 14 hours/month
  - 145 months & above – 16 hours/month

## **TO APPLY**

An application and detailed job description is available at [www.ocwcog.org/careers](http://www.ocwcog.org/careers). **You must submit the following application materials to be considered as a viable candidate:**

1. An **OCWCOG Employment Application**, completed and signed.
2. A **current resume** that clearly describes your experience, skills, and/or knowledge related to the requirements of the position and demonstrates that you meet qualifications of the position listed above.
3. A **cover letter** explaining how your background, experience and training qualify you for this position. **Please describe your experience and training specifically as they relate to the Desired Attributes.**
4. Answers to the following **supplemental questions**:
  - a. **Describe your experience preparing grant and other funding applications.**
  - b. **Describe your experience performing transportation planning activities for local governments.**
  - c. **Describe your experience facilitating community-led groups, meetings and focus groups.**

5. If you are an eligible veteran and wish to claim veterans' preference points AND you also meet the minimum qualifications for this position, the points will be added to your score. To receive veterans' preference points, you MUST attach to your application materials the following required documentation:
- A copy of your DD214/DD215 form; OR a letter from the US Dept of Veteran's Affairs indicating you receive a non-service connected pension for the five (5) point preference.
  - A copy of your DD214/DD215 form; AND a copy of your veteran's disability preference letter from the Dept. of Veterans' Affairs for the ten (10) point preference.

**The first review of applications will be on or around October 26th, 2018. For immediate consideration, apply now.**

Only complete applications will be considered. Be sure to attach any required documents. The selection process will consist of a review of the materials provided and an evaluation of experience and training. Candidates most closely matching the desired attributes will be invited to interview.

### **SUBMIT TO**

Oregon Cascades West Council of Governments  
Human Resources Department  
1400 Queen Ave SE, Suite 201  
Albany, Oregon 97322

You may **E-MAIL** your application materials to us at [hrrecruit@ocwcog.org](mailto:hrrecruit@ocwcog.org). **In the subject line please include the position title and the posting number.** By electronically submitting your application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed. You will receive confirmation of receipt only if you submit via e-mail.

**FAX** to 541-967-6123. We are unable to verify receipt of faxed applications. OCWCOG is not responsible for material that is illegible or missing because of transmitting by fax or which may be lost through the mail.

### **JOB DESCRIPTION**

Title: **Transportation Planner**  
Position Classification: CED Planner  
Department: Community and Economic Development  
Reports to: Director, Community and Economic Development

### **SUMMARY OF POSITION**

Performs professional planning and economic development activities within the areas of community and economic development, grant application preparation and administration, survey research, community planning, and transportation planning.

### **ESSENTIAL JOB DUTIES**

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates openness of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

- Prepares and administers grant and other funding applications.
- Actively seeks out additional viable funding and partnership opportunities.

- Performs a variety of planning activities for local governments within OCWCOG area.
- Provides assistance to local governments and other groups and committees regarding economic and community development matters as directed by supervisor.
- Assists in the preparation and implementation of portions of the Transportation and Community and Economic Development Work Programs.
- Staffs internal and external OCWCOG committees, groups, events and program activities.
- Meets with and facilitates COG and community-led groups, meetings and focus groups.
- Manages department projects as assigned by supervisor.

**OTHER JOB DUTIES**

- Performs other related duties as assigned by supervisor.
- Routinely shares updates with supervisor and other planning and economic development staff.

**MENTAL & PHYSICAL JOB SKILLS**

**R = Rarely (< 1%)**  
**F = Frequently (34% - 66%)**

**O = Occasionally (1% - 33%)**  
**C = Continuously (67% - 100%)**

**Mental**

- |   |                                 |                           |
|---|---------------------------------|---------------------------|
| (C) Interpersonal Skills  |                                 |                           |
| (F) Basic Math (add, subtract, multiply, divide)                                  |                                 |                           |
| (O) Advanced Math (analysis, statistics, significant data or number manipulation) |                                 |                           |
| (F) Written English Communication   |                                 |                           |
| (C) Coordination of Multiple Tasks  | (F) Initiative                  | (C) Detail/Accuracy       |
| (C) Reasoning/Judgment/Decision Making  | (F) Creativity                  | (F) Brainstorming/Concept |
| (F) Research  | (C) English Comprehension       | (C) Memory                |
| (C) Organization/Planning   | (F) Adapting to Constant Change | (F) Teamwork              |
| (C) Timeliness  | (O) Presentation/Teaching       | (O) Selling               |
| (F) Negotiation   | (F) Client/Service Skills       | (O) Persuasion            |
| (O) Mentoring   | (O) Management of Stress        |                           |

**Physical**

- |  |                                       |                       |                             |
|--|---------------------------------------|-----------------------|-----------------------------|
| (O) Standing                               | (F) Sitting                           | (O) Walking           | (O) Stooping                |
| (R) Kneeling                               | (R) Crawling                          | (O) Climbing          | (F) Talking                 |
| (C) Hearing                                | (O) Reaching                          | (F) Handling          | (C) Eye/hand coordination   |
| (R) Tasting/smelling                       | (C) Vision (1-10 ft)                  | (F) Vision (10-20 ft) | (O) Long range vision (20+) |
| (C) Computer/Keyboard/mouse track ball use | (R) Acute Color                       |                       |                             |
| (R) Pushing <b><u>10 lbs/day</u></b>       | (R) Pulling <b><u>10 lbs/day</u></b>  |                       |                             |
| (O) Lifting <b><u>20 lbs/day</u></b>       | (O) Carrying <b><u>20 lbs/day</u></b> |                       |                             |

**WORKING ENVIRONMENT**

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer work. Occasional travel may be required to attend meetings and events.

**SUPERVISION RECEIVED**

Receives general supervision from the Community and Economic Development Program Manager and Director.

## **SUPERVISORY RESPONSIBILITIES:**

While supervision is not primarily a responsibility of this position, the employee may occasionally oversee CED Interns, contractors and/or RARE participants.

## **MINIMUM QUALIFICATIONS**

### **Experience & Training**

Graduation from a four-year college or university in planning, public or business administration, economics or field related to job duties, and a minimum of three years related experience; or any satisfactory equivalent combination of education, training and experience which demonstrates the knowledge, skills and abilities to perform the duties of the job required. Experience must have provided a thorough knowledge of federal and state grant programs, Oregon land use planning laws and issues, and community and economic development techniques.

### **Knowledge, Skills and Abilities**

- Knowledge of federal and state grant programs, and economic and community development principles and practices at the local and regional level;
- Excellent interpersonal and verbal communication skills, including the ability to prepare and effectively make presentations to and facilitate meetings of various groups and the public;
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- Knowledge of computer software and hardware for graphic presentations desirable;
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- Ability to seek, build and maintain critical partner relationships;
- Ability to assist with development and management of budgets involving multiple funding sources.

### **Licenses, Certificates, & Other Requirements**

Possession of a Valid Oregon Driver's License or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

## **EQUAL OPPORTUNITY EMPLOYER**

Cascades West Center, 1400 Queen Ave., SE Suite 201, Albany, Oregon 97322

◆ Phone (541) 967-8720

◆ Fax (541) 967-6123

◆ TTY (541) 928-3670