



PLANNING RECRUITMENT PROFILE

ABOUT COMPASS

The Community Planning Association of Southwest Idaho (COMPASS) is an association of local governments working together to plan for the future of southwest Idaho. COMPASS is organized under a joint powers agreement which authorizes COMPASS to conduct planning and coordination activities in these areas: air and water quality, economic development, emergency management, land use, mapping and geographic information systems, population and employment, public services, facilities and utilities, recreation, parks and open space, and transportation.

COMPASS serves as the metropolitan planning organization (MPO) for Ada and Canyon counties.

COMPASS is a voluntary, membership based organization, comprising 24 member agencies including the cities, counties, and highway districts in Ada and Canyon Counties, and is governed by a 40 member board made up of elected officials from member agencies. COMPASS has an annual budget of approximately \$3.4 million and receives its funding from membership dues, federal planning grants, federal Surface Transportation Program funds, and miscellaneous fees for services.

COMPASS currently has a staff of 22 skilled professionals that continually seek new ways to provide valuable services to member agencies and the region. COMPASS offers competitive salaries and a generous benefit package to its employees. Applicants are encouraged to learn more about COMPASS at our website, www.compassidaho.org.

ABOUT THE REGION

The Boise-Nampa metro area is home to more than 760,000 people. The region provides four seasons of easily accessible outdoor recreation as well as diverse cultural amenities. The forecasted regional population for 2050 is 1,075,000. Like many metropolitan areas, the region faces challenges developing a transportation system that will meet the needs of its growing population.

POSITION OVERVIEW

Innovation, collaboration, inclusivity and proactivity are highly valued at COMPASS. The incumbent may exercise substantial degree of independent judgment in the role. The Planner will have a key role in the team developing COMPASS' regional long range plan, *Communities in Motion* (CIM). CIM looks 20+ years into the future

to help ensure the system of roads, bridges, and transportation services in Ada and Canyon counties is ready to support a healthy and vibrant region. CIM focuses on integrating four transportation components (bicycle/pedestrian, freight, public transportation, and roadways) so they work together to form a complete, efficient transportation system. The Planner will likely have a specific focus on one or more of these components at certain periods, but should expect to contribute to planning efforts around all components throughout the regional long range planning cycle. The Planner may also work across several other planning disciplines, including but not limited to, congestion management, corridor/small area studies, and economic/community development. Depending on skills and experience, the Planner may provide support to other Planners. The Planner may be assigned project management responsibility for the design and implementation of specific programs identified in the Unified Planning Work Program (UPWP), and responsibility for facilitation of one or more COMPASS workgroups.

EXAMPLES OF WORK

- Engage in regular interaction with and outreach to member agencies and other stakeholders
- Analyze complex data and presents findings and conclusions to the COMPASS Board, workgroups, and the public in a comprehensive manner
- Facilitate workgroup meetings
- Collaborate in the integration of the transportation system components
- Develop planning-level cost estimates for transportation components of the regional long-range transportation plan
- Develop criteria for public transportation service prioritization and develop a master list of investments in priority categories
- [Analyze freight data and identify freight-related needs](#)
- Develop and analyze data for online dashboard
- Compile data for prioritization of regional long-range transportation plan projects
- Maintain a functional congestion management system for the two county region
- Develop travel demand management strategies
- Analyze current and historical regional travel time data
- Comply with federal and state transportation planning and MPO regulations and requirements
- Perform basic applications using the agency's geographic information system
- Perform other duties as assigned

REQUIRED KNOWLEDGE, EXPERIENCE AND TRAINING

- Well-versed in the principles of transportation planning, land use and demographic data
- Knowledge of public transportation and/or active transportation
- Ability to work collaboratively and develop working relationships across the organization and with member agencies; lead and participate on teams
- Attention to detail
- Professional communication skills, both verbal and written

- Ability to write for a specific audience and select most effective communication medium, and ability to edit engaging content for a variety of communication platforms
- Possesses graphic skills sufficient to clearly convey information to elected officials and citizens
- Ability to meet demanding and competing deadlines, and handle reprioritized tasks on occasionally short notice
- Ability to formulate and implement research and analytical methods
- Ability to understand project needs, create strategies based on general problem statements, and interact with management, planners and other staff
- Ability to respond to inquiries in a professional and positive manner and to present a professional image to the public
- Ability to perform advanced skills in computer software including word processing, spreadsheets, database and graphics, as well as the ability to learn new computer applications
- Eagerness to enhance technical and personal skills
- A Bachelor's degree with specialization in planning, public administration, engineering, or related fields
- AICP certification through the American Planning Association (APA) preferred, or ability to become certified within three years
- Direct experience with public transportation and/or active transportation planning a plus, but not required

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 position. Classification depends on level of experience and qualifications.

SALARY RANGE

The position may be hired at an Assistant, Associate, or Principal Planner level, depending on experience and qualifications.

Salary range across all three classifications is \$41,200 to \$99,700 annually, plus comprehensive benefits.

Starting salary is dependent on job classification, skills, experience and education.

HOW TO APPLY

Submit resume and cover letter electronically to Meg Larsen at 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.