

NOACA Job Description

NOACA is an Equal Opportunity Employer

Position: Planner I	Division: Transportation Planning and Engineering
Title: Transportation and/or Environmental Planner	Salary Range: Minimum \$42,370 – commensurate with experience
Job Description: This position involves learning and applying basic planning skills to assigned tasks, under close supervision in an office environment. The Planner I is an entry-level position under direct and continuous supervision. The Planner I is responsible for learning the skills needed to perform assigned tasks and assisting other staff members with assigned tasks. The Planner I may work on transportation and/or environmental planning efforts, as assigned at the time of hire, in furtherance of the mission of the Northeast Ohio Areawide Coordinating Agency (NOACA) as a metropolitan planning organization (MPO) and areawide water quality management agency.	
Duties and Responsibilities: The duties and requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform this job. To be considered for this position, an individual must be able to perform each duty in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. Technical: <ul style="list-style-type: none">• Performs research, planning, evaluation, and report-writing as directed on one or more assigned tasks. Specific: <ul style="list-style-type: none">• Possesses a basic knowledge of transportation and/or air quality and/or water quality issues.• Is familiar with the use of relevant software programs.• Develops more advanced capabilities to research, plan, evaluate, and report. General: <ul style="list-style-type: none">• Assists in collecting/analyzing/inputting data.• Assists in preparation of reports/documents/records.• Attends work-related meetings inside and outside of the agency offices, as directed.• Engages in minimal travel within the state and the continental U.S., as directed.• Works under supervision alone or in groups on assigned tasks.• Works on special projects as required.• Performs other duties deemed appropriate.	
*Credentials and Experience: <ul style="list-style-type: none">• Bachelor's Degree in appropriate field plus one year of relevant planning experience. Masters Degree may be substituted for one year of experience. <p><u>Must be legally able to work in the United States</u></p> <p>*Minimum Requirements</p>	Knowledge, Skills and Abilities: <ul style="list-style-type: none">• Familiarity with Microsoft Office software• Basic knowledge of ESRI GIS software• Research skills• Written and verbal communication skills• Planning and organizational skills• Aptitude for technical or computer based applications