

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Metropolitan Planning Organization (MPO) Planner**

Position Classification: CED Planner

Department: Community and Economic Development (CED)

Reports to: Transportation Program Manager and Director, Community and Economic Development

SUMMARY OF POSITION

Under the direction of the Transportation Manager, performs professional transportation planning tasks for the Albany Area Metropolitan Planning Organization (AAMPO) Region, which includes cities of Albany, Millersburg, Jefferson, and Tangent, as well as areas of Linn and Benton Counties. AAMPO is a federally mandated and federally funded transportation policy-making organization that works to develop regional plans and policies furthering the collective transportation goals of member jurisdictions. Work includes developing and updating required plans and policies, grant writing and management, meeting preparation and facilitation, internal and external communication, and program administration and budgeting. The position also supports the Community and Economic Development (CED) Department of OCWCOG.

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, 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.

ESSENTIAL JOB DUTIES

60% Program Management

- Prepares and manages the MPO's adopted plans and policies, including the Regional Transportation Plan (RTP), the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Title VI/Nondiscrimination Plan, and the Public Participation Plan (PPP).
- Prepares, manages, and monitors the AAMPO budget and UPWP, including preparation of quarterly reports. Provides regular updates to the Policy Board on progress of UPWP activities and tasks.
- Evaluates future budgetary requirements and presents funding options to the AAMPO Policy Board with the assistance of the Transportation Manager.
- Develops Policy Board and Technical Advisory Committee agenda packets in partnership with the Chairs, Transportation Manager and CED Admin Assistant.
- Confers with local, regional, state, and federal agencies on funding issues, transportation planning issues, project priorities, regulatory mandates and limitations, and coordination.
- Serves as a liaison with and keeps the Policy Board informed of activities of the Oregon Metropolitan Planning Organization Consortium, Area Commissions on Transportation, and

other transportation-related organizations.

30% Transportation Planning Management

- Prepares and assists with implementation of the RTP and other planning programs or project initiatives for the MPO, including surveys, studies, estimates, forecasts, and modeling.
- Analyzes and verifies compliance with federal, state, and local mandates impacting program and project implementation and completion.
- Prepares long-range planning studies for transportation facilities.
- Prepares reports and makes presentations to the AAMPO Board, Technical Advisory Committee, member jurisdictions, special interest groups, and the general public.

Manages amendments to the Transportation Improvement Program (TIP) and allocation and obligation of Surface Transportation Block Grant funding.

OTHER JOB DUTIES

5% Maintains knowledge of federal and state requirements regarding MPO responsibilities.

5% Performs other related duties as assigned by supervisor.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Work is generally performed in an office environment with routine computer and telephone usage. Position requires sitting and typing for long periods of time. Position may require attendance at occasional evening meetings. Occasional travel throughout the three-county area may be required to pick up meeting supplies, run errands for the program, attend trainings, or visit other COG work sites.

SUPERVISION RECEIVED: This position is directly responsible to the Transportation Manager and routinely reports to the AAMPO Policy Board and Technical Advisory Committee.

SUPERVISORY RESPONSIBILITIES: None.

MINIMUM QUALIFICATIONS

Experience & Training

Bachelor's degree in urban planning, public policy, public transportation, transportation planning, active transportation, or a related field; Master's degree in a related field is preferred.

Three years of work experience in urban planning, public policy, public transportation, transportation planning, active transportation, or a related field. Experience must include communication with the public in a customer service, public education and/or involvement capacity and knowledge of the design of public education programs.

One year transportation planning experience with an MPO agency is preferred.

Knowledge, Skills and Abilities

Technical/professional:

- Knowledge of transportation and land use planning principles and practice; ability to conduct transportation planning activities and studies.
- Knowledge of MPO regulations and Oregon state transportation regulations and associated land use planning regulation is desired.

- Skilled use of word processing, spreadsheet, and project management software.
- Ability to effectively represent the MPO in local, state and federal settings.
- Ability to communicate effectively in writing and to make effective presentations orally to groups of all sizes.
- 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 the ability to obtain reliable transportation in order to travel throughout the area.

Position requires successful completion of a criminal history check.

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.

Rev 04/2022