



Pikes Peak Area
Council of Governments
Communities Working Together

JOB DESCRIPTION

Transportation Programming & Project Delivery Planner

Hiring Salary Range: \$62,800-\$75,000

Open Until October 28, 2022

Pikes Peak Area Council of Governments (PPACG) will not sponsor applicants for H-1B Work Visas.

To apply for the position: complete an application and send it with a cover letter and resume to Barb Watson at the address listed below.

An application can be found at <https://www.ppacg.org/administration/office-management/> or www.ppacg.org; follow the [HR/Employment link](#) at the bottom of the page.

Barb Watson, Human Resources Manager
Pikes Peak Area Council of Governments
15 S. 7th Street
Colorado Springs, CO 80905
EMAIL: bwatson@ppacg.org

Benefits:

- Sick Time
- Vacation Time
- Holiday
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short-Term and Long-Term Disability Insurances
- Hospital Indemnity Insurance
- Flexible Spending Account
- Vacation Buy
- Retirement Plans

This is a position with the Pikes Peak Area Council of Governments (PPACG), Transportation Program. The Transportation Planner is an intermediate level planning position that requires an enthusiastic person interested in multiple disciplines within transportation planning, a high degree of computer literacy, strong organizational skills, attention to detail, and the ability to undertake multiple ongoing tasks. Impartiality and the ability to establish and maintain effective working relationships with our team, local entity staff and officials, collaborating agencies, and the general public are also vital.

In general, the ideal candidate must have technical knowledge of (or show an ability to learn) federal and regional transportation systems, transportation finance and the range of federal and regional transportation funding, and budgeting and contract administration. In addition, they will have the ability to provide public presentations; be comfortable meeting with and holding working group sessions; and show proficiency with Microsoft Word, Excel, and PowerPoint.

Duties may include, but are not limited to, working in a team environment:

- Manage the development, update, and modification of the MPO's multi-year Transportation Improvement Program (TIP) ensuring compliance with federal requirements for the transportation capital program and transit funding
- Oversee the PPACG TIP project management database (EcolInteractive), budgeting/finance and scheduling
- Assist the Technical Advisory Committee (TAC) with the prioritization and project selection process for federal funding
- Act as liaison between PPACG, local jurisdictions and project consultants
- Develop or assist in the development of other MPO planning efforts such as Unified Planning Work Program, the Long-Range Transportation Plan, and special studies
- Represent the organization at meetings and providing technical expertise on planning issues to the public and partner agencies
- Present topics for discussion, study results and recommendations to TAC, Community Advisory Committee (CAC), Board of Directors, and other groups as necessary. Act as a staff liaison to committees as needed.
- Develop and analyze performance measures, assist with land-use and development scenarios, and other generalized social, economic, and ecological conditions analysis
- Help design and execute public involvement programs for various planning processes
- Attend regional transportation meetings as assigned
- Create memorandum and PowerPoint presentations for committees and Board of Directors explaining background, analysis and recommendations
- Interpret and respond to Federal and state regulations
- Carry out other duties as assigned by the Transportation Director

Supervisor

Transportation Director

Required Education and Experience

1. Master's Degree in transportation planning, urban and regional planning, statistics, accounting or a related field, or
2. Bachelor's Degree in transportation planning, urban and regional planning, statistics, accounting or a related field, plus a minimum of 2 years of progressively responsible experience, or
3. Associate's Degree in transportation planning, urban and regional planning, statistics, accounting or a related field, plus a minimum of 4 years of progressively responsible experience, or
4. High school diploma plus a minimum of 6 years of progressively responsible experience in transportation planning, urban, and regional planning, statistics, accounting or a related field

Also required:

- A high degree of computer literacy, including competency in standard spreadsheet, database, and word processing software, in addition to geographic information system software
- A thorough knowledge of the principles and practices of urban transportation planning, technical analysis methods, and excellent written and oral communication skills
- Ability to analyze complex issues and present results in concise reports and presentations to PPACG staff and others; ability to interact effectively with members of the public, elected officials, Federal, state, and local agency representatives, PPACG committees, and community organizations
- Understand pertinent Federal and state regulations, and a working familiarity with the most recent Federal transportation legislation and Clean Air Act transportation planning requirements