



TRI-COUNTY
regional planning commission

**TRANSPORTATION PROGRAMS PLANNER
POSITION POSTING**

POSITION SUMMARY

The Transportation Programs Planner is a full-time, salaried position with traditional weekday office hours and some evening meetings, travel, and events outside of regular office hours. Primary duties consist of managing the development and implementation of the region's Transportation Improvement Program (TIP) and supporting the production of transportation program documents, plans, and deliverables. This position is responsible for programming transportation projects for the region, coordinating their funding availability, and ensuring compliance with federal, state, and regional processes. The Transportation Programs Planner also coordinates short-range transportation planning activities, provides technical assistance to planning partners, and facilitates committee(s) related to transportation planning. This position reports to the Deputy Director.

AREAS OF RESPONSIBILITY & PRINCIPAL DUTIES

- Develops, manages, and maintains the region's Transportation Improvement Program (TIP) document and process
- Facilitates and implements the region's TIP and its associated project list(s); ensures fiscal constraint, project obligation and programming, adherence to federal regulations, and coordination of other processes necessary for project planning and implementation, including:
 - Monitoring project statuses
 - Coordinating project changes with stakeholders as necessary
 - Maintaining project information in the JobNet system as changes occur
 - Managing data and producing maps of project information
 - Ensuring compliance with public participation requirements
 - Identifying funding availability and/or alternative financing solutions
 - Coordinating environmental, air quality, design, etc. considerations and implications
- Coordinates, facilitates, and supports the region's Rural Task Force and other transportation committees, subcommittees, and working groups; maintains group membership and facilitates the setting of goals and project development
- Develops and provides support for urban and rural transportation program documents, plans, studies, and deliverables as needed; assists with implementing planning priorities and project concepts
- Manages federal, state, and other grant-funded transportation programming for the agency; identifies and applies for grant funding to support transportation planning programs for the region
- Serves as a regional resource on best practices and effective transportation procedures for planning professionals; provides technical assistance, training, and education to local agencies and planning partners
- Collaborates with Deputy Director and agency program staff to integrate transportation best practices and planning activities with agency's community development and environmental programming
- Builds and maintains productive working relationships and partnerships with federal, state, local, nonprofit, and private sector representatives to collaborate, cohesively plan, and ensure the coordination of regional transportation planning; acts as a liaison between local/state/federal agencies and other area entities

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- Pursues special projects and initiatives based on regional needs, emerging technologies, and federal transportation requirements
- Prepares administrative and technical reports, correspondence, and studies and makes presentations regarding program activities; responds to inquiries and technical assistance requests
- Coordinates transportation program outreach activities, including publications, public education, and digital content, with the Marketing & Community Engagement Manager
- Assists in the production of mapping and other visualization aides; supports data collection activities

POSITION QUALIFICATIONS & REQUIREMENTS

Education

A bachelor's degree is required; civil/transportation engineering, transportation planning, urban or regional planning, or related field preferred.

Experience

This position requires a minimum of 3 years' professional experience directly related to transportation planning, engineering, or project management; municipal, urban, or regional planning; geography; or related fields.

Knowledge, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Understanding of regional and local transportation needs; working knowledge of local, state, and federal funding mechanisms and transportation programs
- Knowledge of Geographic Information System (GIS) mapping technology and expertise in managing databases
- Well organized and able to meet deadlines; ability to manage multiple projects and issues simultaneously and complete them on time with minimal supervision
- Strong written and verbal communication skills; ability to make effective presentations at meetings of governmental groups and at public events
- Experience working with local, state, or federal governments; ability to communicate complicated topics to public groups
- Experience administering municipal, state, and federal funding programs
- Excellent relationship-building and interpersonal skills; collaborative, flexible team player
- Detail oriented and passionate about quality
- Maintains a professional, non-partisan public profile consistent with organizational values and the agency's role as a neutral facilitator
- Creative and effective problem-solving skills; ability to gather data and information to solve practical problems
- Proactive and self-motivated; willingness and desire to improve and learn new processes
- Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook
- Experience with Adobe software a plus (InDesign, Illustrator, Photoshop, etc.)
- Professional planning certification preferred (e.g., AICP, PTP, GISP, PE, PG)
- Ability to maintain a remote work setting that is conducive to an effective working environment and successful time management, including technical requirements such as internet access
- A valid driver's license, reliable method of transportation, and willingness to travel on business

COMPENSATION & BENEFITS

Financial Compensation

This position is classified within Level V of the salary scale; pay \$60,780–\$83,181. Starting compensation commensurate with qualifications and experience.

Medical Benefits

We recognize that the health of you and your family matters. Our agency offers **industry-leading medical, dental, and vision plans** designed to enhance your health and wellbeing and make it easy to take care of yourself. Every plan is 100% agency funded, keeping money in your pocket, and giving you peace of mind. Employees are eligible for medical benefits immediately upon hire.

Remote Work Opportunities

Our hybrid work schedule allows all team members to enjoy the benefits of working both in-person, where we maintain physical offices for each of our staff members, and remotely. Working remotely from your home residence provides opportunities for flexibility and improved work-life balance. Our technology accommodations allow staff to work securely from the comfort of your own home, saving both commuting time and transportation costs.

Additional Benefits and Incentives

- Industry-competitive wage structure designed to provide our employees with financial incentives to excel and thrive.
- In addition to your regular salary, we will invest an additional 9% of your gross wages into your defined contribution retirement plan with no required matching contribution.
- Annual Leave (up to 4 weeks annually). Unused time rolls over into the next calendar year.
- Sick Leave (12 days per year). Unused time rolls over into the next calendar year.
- On top of paid time off, we will annually provide an additional day to tend to general personal business.
- Agency-provided Disability & Life Insurance - two times salary up to \$200,000
- Short- and Long-Term Disability
- 15 paid holidays
- Employee assistance program that provides consulting on problems involving family/marital relationships, finances, emotional stress, etc.
- Paid training and opportunities for tuition assistance
- Longevity pay
- Relocation assistance
- Free parking

Optional Benefits

- Deferred compensation program (457)
- Flexible medical and child-care spending accounts
- AFLAC

Qualified persons wishing to be considered for this position must submit an application, including a resume and cover letter, following the instructions at mitcrpc.org/careers. Position is open until filled.