



DENVER REGIONAL COUNCIL OF GOVERNMENTS
OPEN POSITION ANNOUNCEMENT: Assistant Planner (Mobility Analytics)
(February 2023)

The Transportation Planning and Operations division is looking for motivated and creative people to join our team. DRCOG is the largest metropolitan planning organization in the mountain west and is leading exciting and innovative regional transportation initiatives. DRCOG allocates funding to transformative transportation projects that support multimodal mobility for residents and visitors throughout the Denver region. Come join our dynamic team of transportation professionals focused on projects like regional Vision Zero, active transportation, bus rapid transit corridors, complete streets, air quality and climate, mobility analytics, emerging mobility, and regional transportation operations and technology.

We are currently recruiting for an Assistant Planner that will work in the Mobility Analytics Program. This position will provide professional support of regional planning in the Denver metro area. The position interacts frequently with the public, regional planning stakeholders, elected officials and local government planning staff. Work may include preparation of reports, maps, data, and other materials derived from research and coordination with the public and stakeholders; preparing materials to communicate research findings and recommendations; providing technical assistance to local governments and planning partners; and representing DRCOG on technical and advisory committees.

This Assistant Planner position will assist with air quality conformity and greenhouse gas emission reduction strategies as well as supporting DRCOG's congestion management process, data analytics and transportation planning/environmental integration.

The Denver Regional Council of Governments serves as a visionary leader along Colorado's front range. We tackle the BIG issues, like growth and development, transportation and meeting the needs of older adults. Our success is built on, and defined by, long-standing partnerships and serving as a forum for discussing these and other emerging issues in an effort to collectively find innovative solutions. DRCOG is a Regional Planning Commission per Colorado state statute, is the federally designated Area Agency on Aging (AAA), and the Metropolitan Planning Organization (MPO) for the Denver region. Our culture and values fuel and inform the work we do, and employees are rewarded with competitive compensation, generous benefits and an adaptable work environment. Sound like a good fit? We'd love to meet you!

ABOUT THE POSITION OF Assistant Planner (Mobility Analytics)

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the Division.

- Researches and analyzes data and information for use in long-range regional planning; collaborates with regional partners and stakeholders and maintains effective working relationships; makes recommendations on regional planning and implementation initiatives and programs.
- Assists with regional air quality and greenhouse gas analysis and evaluates emission reduction strategies.
- Provides technical assistance to local governments and other regional stakeholders; works closely with communities to develop strategies to advance local and regional goals.
- Responds to information requests; performs research and gathers requested information; prepares correspondence and presents findings.
- Assists with travel model activities and technical support.
- Performs other duties of a similar nature and level as assigned.

- Assisting with air quality modeling, analyses, and documentation associated with ozone pollution and long range plans;
- Analyzing transportation strategies to reduce greenhouse gas emissions;
- Assisting with DRCOG's transportation planning/environmental integration activities.
- Preparing memos and briefing papers;
- Using geographic information systems (GIS), databases and spreadsheets;
- Maintaining DRCOG's Congestion Management database and spreadsheets;
- Analyzing location-based transportation service and travel data from sources such as INRIX or Streetlight;
- Conducting other transportation planning tasks, including assisting with elements of the regional transportation plan, as assigned;
- Participating in other transportation planning activities, as needed.
- General concepts of urban and regional planning;
- Basic principles and methods of qualitative and quantitative research.
- Knowledge of principles and practices of research and data collection
- Effective communication techniques, including writing and public presentations oriented to a variety of audiences.
- Best practices, trends and emerging technologies.
- Computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS
- Customer service principles
- Geographic information systems;
- Creative problem-solving and analytic skills to gather information to address defined problems;
- Basic principles of transportation planning;
- Air pollution and greenhouse gas reduction strategies and policy processes.
- Gathering and analyzing data and determining findings and recommendations.
- Preparing and maintaining original reports, documents and presentations.
- Maintaining and updating data and documentation.
- Authoring and preparing original reports, documents and presentations;
- Providing excellent customer service.
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, external stakeholders, the general public and others to sufficiently exchange or convey information
- Contributing to the development and execution of concurrent planning initiatives in various stages of completion.
- Basic skills with relational databases and Excel spreadsheets;
- Databases and geographic information systems;
- Work independently, organize priorities, schedule work, and carry out assignments in a timely manner.

Education and experience requirements:

Bachelor's degree in urban and regional planning, geography, public administration or directly related field. No specific experience is required.

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

LICENSING/CERTIFICATIONS:

None required.

STATUS: Full-time, Exempt

COMPENSATION AND BENEFITS

The hiring salary range for this position is \$2,358.33 - \$2,830.96/semi-monthly or \$4,716.66 - \$5,661.92 monthly depending on qualifications.

APPLICATION PROCEDURE

To view the full job description, a complete listing of benefits, and to apply for this position, please visit our website at <https://drcog.org/drcog-job-openings>.

This position is open until 5:00 p.m. Mountain Time on Thursday March 16, 2023.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.