

The Toledo Metropolitan Area Council of Governments (TMACOG) is seeking to fill a professional planner position within the Transportation Department. This position is responsible for facilitating and working with local, state, and federal government agencies; community organizations; regional business interests; and the general public to develop regional transportation plans and associated plans.

POSITION SUMMARY: The Transportation Planner I is an entry level position that assists with multimodal planning tasks and projects under direct supervision. Analyzes, interprets and visualizes data to be reported to other staff in accordance with the TMACOG mission, purpose and strategic goals.

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists with a range of transportation studies, including needs assessments, transit modal analyses and long-range planning
- Assists with updating and developing mapping and graphical material to communicate concepts to members and stakeholders
- Assists with field review, data collection and site/infrastructure assessments.
- Assists with the development of federally required and supplemental plans
- Assists with preparing, writing and reviewing written technical reports, documents and presentation materials
- Assists with preparing materials and giving briefings or presentations to members, the public and other stakeholders
- Participates in or may be responsible for the administration of appropriate sub-committees to report progress, assist in making decisions, seek technical assistance, and make recommendations to the Transportation Council

COMPETENCIES:

- Knowledge of transportation planning principles, requirements and applicable laws
- Ability to draw meaningful conclusions from statistical reports
- Computer skills including file management, spreadsheets, databases, and Geographic Information System (GIS)
- Strong verbal and written communication skills
- Strong research and organizational skills
- Strong time management and ability to multitask
- Demonstrated teamwork skills
- Possess a current, valid driver's license.
- Legally able to work in the U.S.

PHYSICAL DEMANDS/REQUIREMENTS: Work is typically performed at a desk or table requiring use of standard office equipment. Intermittent sitting, standing and stooping; must be able to occasionally move or lift objects of no more than 30 lbs. The employee is regularly required to stand, talk or hear in person or over the telephone

WORK ENVIRONMENT/CONDITIONS While performing the duties of this job, the employee regularly works in an office setting

TRAVEL: Travel is expected to meetings both inside TMACOG and in the community. Attendance is expected at occasional evening and weekend meetings/functions as needed.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in related field required
- 1-2 years of relevant experience or equivalent combination of education and experience
- GISP or AICP certification preferred

OTHER DUTIES: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

In addition to the duties described in the primary Transportation Planner I job description, the responsibilities below are specific to this job posting.

Key Areas of Responsibilities and Duties

- Pedestrian and Bicycle Transportation Planning
 - Lead staff person for the Pedestrian and Bikeways Committee
 - Coordinate regional events and promotion of Bike Month
 - Develop program work products, coordinate legislative updates,
 - Coordinate and serve as lead staff for the Chessie Circle Trail Coordinating Committee, the Transportation Alternatives Committee, the Wabash Cannonball Coordinating Committee, and the Complete Streets Review Committee
 - Participate in Safe Routes to School planning efforts with local school districts
 - Regularly update the TMACOG Complete Streets Policy, Sidewalk Policy, and Parking Policy documents
 - Coordinate with local communities and update the TMACOG Bike User Map
 - Maintain pedestrian and bicycle related GIS resources
 - Other related duties as assigned

- Transportation Event Coordination
 - Develop the program, and facilitate coordination of registration, hall and audio/visual rentals, promotion, and emcee the Transportation Summit
 - Develop transportation related programs for the TMACOG Tech event series and other events as directed by transportation subcommittees, members, and staff
 - Other related duties as assigned

To learn more about TMACOG, visit our website at <http://www.tmacog.org>. Salary is based on education, qualifications, additional professional certification, and experience within the approved range of \$40,000 - \$60,000. Interested candidates should forward a letter of interest, resume, and professional references to resume@tmacog.org. TMACOG is an Equal Opportunity Employer.