



## Short-Range Planner

South Bend, Indiana

Entry to Mid-Level

### Summary

The Michiana Area Council of Governments is seeking an innovative and motivated professional to fill a full-time Short-Range Planner position. This position will assist the Director of Transportation in the coordination and development of regional short-range transportation planning efforts. The position also plays a critical role in transportation assistance to communities in the MACOG region. The Short-Range Planner will assist with project applications, grant writing, and development of transportation plans; provide technical assistance to local governments and regional stakeholders; and assist with the development of the Transportation Improvement Plan.

### Duties

Primary responsibilities include:

- Coordinates the development of the Transportation Improvement Program (TIP) with representatives of transportation agencies, local stakeholders, and federal and state officials. Coordinates with INDOT staff on preparation of the Statewide Transportation Improvement Program (STIP);
- Maintains up-to-date records and provides updates on the status of TIP projects. Identifies problems associated with projects, especially that cause delays or cost overruns;
- Monitors the expenditure of federal transportation funds in the Metropolitan Planning Organization area and manages procedures for expenditure of federal funds in the region;
- Analyzes short-range transportation data and coordinates the development of regional performance measures and targets;
- Engages, coordinates, and builds relationships with local, state and federal stakeholders concerning transportation projects;
- Responds to requests for technical assistance from local governments.
- Regularly presents to the MACOG Policy Board, Transportation Technical Advisory Committee, and other stakeholders about transportation projects and topics.

### Qualifications

- Bachelor's degree in Planning, Engineering, Geography, Public Administration, Business Administration, or related field.
- Experience in community development and transportation, along with experience in grant writing is desirable, but not required.
- The candidate must have a high level of motivation and self-direction, ability to set goals and prioritize completing tasks.
- Ability to work independently and to partner effectively with colleagues.
- Strong verbal and written communication skills. Technical grant writing skills is a plus.
- Candidates that have a familiarity with ArcGIS and Adobe Creative Suite is a plus.





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### To Apply

Send a resume, letter of interest, and the names and contact information for three references to: [macogdir@macog.com](mailto:macogdir@macog.com) Attn: Short-Range Planner. The letter of interest should address the applicant's qualifications, interest and ability to fulfill the duties of this job. For more information, visit the MACOG website at [www.macog.com](http://www.macog.com).

