GRAND VALLEY METRO COUNCIL
JOB DESCRIPTION

TRANSPORTATION PLANNER

Supervised By: Transportation Director
Supervises: No supervisory responsibility
Salary: $47,000 - $54,000
To Apply: Send Cover Letter, Resume, and 3 References to Gayle McCrath at mccrathg@gvmc.org. Interviews will be scheduled as resumes are received. Open until filled.

General Summary:
Under the supervision of the Transportation Director, is required to assist in long and short range transportation planning and analysis of related impacts and costs. Participate in multi-modal transportation issues and work cooperatively with officials at all governmental levels. Promotes and defines Grand Valley Metro Council’s transportation objectives in a variety of public forums.

Essential Job Functions:
An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not necessarily include all of the duties the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential job function satisfactorily.

1. Handles long-range transportation issues on a daily basis. Assists with the development and coordination of elements of Grand Valley Metro Council’s Metropolitan Transportation Plan (MTP) including research and analysis of component areas such as roads, public transportation, air, rail, non-motorized transportation, and freight. Coordinates with individuals working in each mode.

2. Assists with the development of population projections, maps, and financial forecasts for the MTP and analyzes environmental and societal impacts.

3. Participates in the development and implementation of performance-based planning and programming as required by federal law.

4. Assists with public involvement, including public appearances and announcements, public meetings and presentations, and generally educating the public concerning transportation issues.

5. Assists with other planning activities including pavement condition monitoring, air quality program, transit coordination, land use coordination, and related planning studies and analyses.

6. Interacts regularly with the technical and policy committees and various subcommittees. Provides project updates, presents on certain aspects of the transportation program and provides other information, as requested.
7. Performs related duties, as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**
The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor’s Degree in transportation or urban planning, or related field
- Two years of experience in transportation planning or related field.
- Thorough knowledge of the principles, practices, and techniques of transportation planning.
- Skill in using geographic information systems (GIS) software, spreadsheet and database software, document design software, and social media.
- Skill in effectively communicating ideas and making presentations in a public forum.
- Skill in interpreting and applying planning guidelines and ordinances.
- Ability to establish effective working relationships and use good judgement, initiative, and resourcefulness when interacting with the media, a diverse public, governmental units and elected officials, and other employees.
- Ability to critically assess situations, problem-solve, work effectively under stress, within deadlines, and in public situations.
- Ability to attend meetings as scheduled at times other than regular business hours.

**Physical Demands and Work Environment:**
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee must compose and read written and computerized documents, plans, and maps. The employee is frequently required to travel to locations within and outside of the County. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The employee is occasionally exposed to outside weather conditions during travel. The noise level in the work environment is usually quiet to moderate.

July, 2019