

Title: Transportation Planner

Background:

The Region 2 Planning Commission is a multi-jurisdictional agency responsible for transportation planning in Hillsdale, Jackson, and Lenawee Counties and is mandated by federal law to provide a continuing, cooperative and comprehensive transportation planning process, which guides the expenditure of state and federal transportation funds in the three-county region. R2PC works collaboratively with local agencies to establish project priorities for various transportation funds. In addition, R2PC continually monitors the current condition of the region's transportation system, including roads, bicycle and pedestrian paths, bridges, and public transit.

As the designated Metropolitan Planning Organization (MPO) for Jackson County, known as "JACTS" (the Jackson Area Comprehensive Transportation Study), R2PC develops a Long Range Transportation Plan (LRTP) every five years to account for changes in transportation needs that result from shifts in regional economic conditions, real estate development trends, funding availability, and public policies. Other transportation plans and activities are undertaken on a regular basis.

Description:

Region 2 Planning Commission is seeking a Transportation Planner. Under the supervision of the Executive Director, the position will assist in a variety of transportation planning tasks, engage the public, and work collaboratively with officials at all government levels.

Roles and Responsibilities:

The Transportation Planner works closely with MDOT and transportation planning partners and stakeholders for policy development and implementation, public outreach, performance measure integrations, staff coordination, document production, and regional coordination of planning and projects. Researches, prepares, and delivers presentations on transportation and mobility related topics to a wide variety of partner organizations.

The Transportation Planner presents technical planning work and policy implications to national, state, regional, and local community leaders, planning partners, and the media. Engages public outreach with community leaders, and meets with communities, Federal Aid Committees, and transportation organizations to understand expectations of current and future projects. The ideal candidate possesses strong project management skills, extensive knowledge of transportation planning, and is an experienced collaborator in the development and implementation of regional plans.

Typical Job Functions:

The below statements are intended to describe the general nature and level of work performed and is not an exhaustive list of job responsibilities.

- Gather, compile, and analyze information for the development of plans and preparation of reports and prepare graphic displays and maps;
- Participate in the development of federally required planning and programming documents such as the Long Range Transportation Plan and Transportation Improvement Program;
- Create informational brochures, prepare minutes of meetings and general purpose transportation related reports;
- Attend and, when necessary, speak at a variety of transportation and planning related meetings; attend conferences, workshops, trainings and seminars as necessary;
- Prepare memoranda for committee meeting packets; maintain and update agency data sets; participate in agency media outreach; and other miscellaneous office work; and

- Assist the general public, elected officials and other governmental agencies with transportation-related questions and problems; gather data, map conditions and conduct fieldwork;
- Effectively synthesize complex information and data into understandable graphics and documents;
- Interact 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.

Experience and Qualifications:

- Bachelor's degree from an accredited college or university in Urban Planning, Transportation Engineering, or a related field.
- At least three (3) to five (5) years of experience managing the completion of a local, regional, or state plan or project.
- Previous experience working with transportation planning projects, metropolitan transportation plans. GIS experience and knowledge of ESRI products desirable.
- Working experience with FHWA, FTA, MDOT, and Local Government agencies, partners, private sector, and/or regional leaders.
- Experienced in understanding trends and issues in regional transportation planning to lead LRTP development initiatives.
- Experience in managing large projects across multiple stakeholder groups. Organization and time management skills, attention to detail, self-motivated, capable of working on multiple tasks and able to work cooperatively and collaboratively with internal staff.
- Effective written, verbal, and presentation skills required, including a working knowledge of Microsoft Office suite (Word, Excel, and PowerPoint).
- Excellent presentation and public speaking skills at all levels and groups – national, state, regional, local.
- Experience in blending technical and political factors in the equitable allocation of federal and state resources.
- Support and promote a strong internal culture based on R2PC core values.

R2PC reserves the right to waive any of the minimum qualifications for applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead R2PC to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.

Benefits:

R2PC provides a complete benefits package to full-time employees including health insurance, generous time off, retirement plan, Health Savings Account, flex time, hybrid work environment, paid parking, and more.

R2PC is an equal opportunity employer and does not discriminate on the basis of age, race, color, sex, sexual orientation, or national origin.

To Apply:

Submit a cover letter, resume, references, and salary history via email to region2planning@mijackson.org.

Region 2 Planning Commission

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