



TRI-COUNTY
regional planning commission

TRANSPORTATION PLANNER – SPECIAL PROJECTS COORDINATOR POSITION DESCRIPTION

POSITION SUMMARY

The Transportation Planner – Special Projects Coordinator is a full-time, salaried position with traditional weekday office hours and some evening meetings, travel, and events outside of regular office hours. Primary duties consist of technical transportation planning work tasks, including assisting in the preparation of the regional long-range transportation plan, urban and regional transit planning, and other pertinent transportation documents, policies, and programs. Specifically, this position is responsible for the development, maintenance, and implementation of Tri-County's Regional Transportation Safety and Non-Motorized plans. In addition, this transportation planner serves as the secondary staff resource for the development, maintenance, and implementation of the regional Transportation Improvement Program (TIP). This position reports to the Deputy Director.

AREAS OF RESPONSIBILITY AND PRINCIPAL DUTIES

- Serves as project manager for Tri-County's management systems activities (Pavement Management, Safety Management, Non-Motorized, etc.)
- Provides secondary staff resource for maintaining transportation project data in the JobNet system as changes occur
- Maintains region's pavement condition needs database
- Develops and presents the agency's annual Crash Trends Report
- Determines long-range safety needs through the development and maintenance of the agency's Safety Management Plan
- Develops and maintains process to determine system reliability and mobility indexes
- Prepares correspondence, reports, and studies and makes presentations regarding program/project activities; assists in researching and preparing appropriate response for technical assistance requests
- Answers inquiries and disseminates information upon request to other agencies, consultants, and the public; manages inquiries by providing general information or referring callers to the appropriate individual and resources
- Develops informational materials to keep the public informed about the planning progress of the MPO
- Assists in the production of mapping and other visualization aides
- Operates a variety of Microsoft applications, including Word, Excel, PowerPoint, and Outlook

POSITION QUALIFICATIONS & REQUIREMENTS

Education

A bachelor's degree is required; civil/transportation engineering, geography, urban regional planning, or related field preferred.

Experience

This mid-level technical position requires a minimum of 3 years' professional experience directly related to transportation planning, data collection and management, or related fields.

WWW.MITCRPC.ORG

3135 PINE TREE RD | SUITE 2C | LANSING, MI 48911

P: (517) 393-0342 | F: (517) 393-4424

Knowledge, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Expertise in Geographic Information System (GIS) mapping technology and managing databases
- Strong written and verbal communication skills; ability to make effective presentations at meetings of governmental groups and public events
- Experience working with local, state, or federal governments; ability to communicate complicated topics to public groups
- Excellent relationship-building and interpersonal skills
- Creative and effective problem-solving skills; ability to gather data and information to solve practical problems
- Well organized and able to meet deadlines; ability to manage multiple projects and issues simultaneously and complete them on time with minimal supervision
- Proactive and self-motivated; willingness and desire to improve and learn new processes
- Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook
- Professional planning certification preferred (e.g., AICP, PTP, CECd)
- Collaborative, flexible team player
- Detail oriented and passionate about quality
- A valid driver's license and willingness to travel on business

COMPENSATION AND BENEFITS

Compensation ranges from \$54,314 - \$74,332 per year; starting pay commensurate with qualifications and experience. Benefits include medical and dental insurance coverage, group life insurance, long- and short-term disability insurance, and a retirement plan.

Qualified persons wishing to be considered for this position must submit an application, including a resume and cover letter, following the instructions at mitcrpc.org/careers. Position open until filled. Candidates will be contacted by April 5, 2019 if selected to schedule an interview.