



ROGUE VALLEY COUNCIL OF GOVERNMENTS

Assistant Transportation Planner

Job Announcement

ABOUT THE POSITION

The Rogue Valley Council of Governments is seeking an Assistant Transportation Planner in our Planning Department to help provide transportation planning services to member jurisdictions and the region's two MPOs. Duties include assisting other planning staff with: arranging/organizing public meetings, providing support for public involvement activities, and completing assigned tasks, which may include updating regional transportation plans, evaluating technical impacts of transportation programs and projects, and assisting member jurisdictions with transportation planning issues, plans, and projects.

Hours: Full-time, 40 hours per week, Monday through Friday.

Starting Salary: \$2,633.33 to \$3,066.53 per month, depending on experience and qualifications. The top of the salary range is \$3,788.46.

Benefits: Holiday, vacation and sick pay; medical/dental/vision insurance available; employer-paid long-term disability, HRA contributions and 401(a) contributions after successful completion of six-month trial service.

THE PERSON

The ideal candidate will have a basic understanding of local government operations as well as applicable state and federal planning practices, procedures and regulations. Demonstrable skills will include: gathering, organizing and analyzing data and information; intermediate skill with GIS software; and effectively utilizing modern computer applications (Microsoft Office, desktop publishing, website development/maintenance, etc.). Additionally, working effectively as a team member and establishing and maintaining harmonious and cooperative working relationships with staff and a wide variety of people is required.

DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

- Education: Bachelor's degree with major course work in transportation, urban, or regional planning, economics, public policy, applications of GIS, or a related field.
- Experience: A minimum of 2 years technical experience working in planning and/or with GIS systems.
- Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.

APPLICATION PROCESS

For application instructions, please visit [How Do I - Apply For A Job](http://www.rvcog.org) at www.rvcog.org. **A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position.**

This position will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the position will be filled when a suitable candidate is identified, and applications will be considered as they are submitted.

