

ROGUE VALLEY COUNCIL OF GOVERNMENTS

Job Description



Job Title:	Associate Transportation Planner		
Department:	Planning		
Location:	Central Point, OR		
Reports to:	Planning Program Director	Travel Required:	Yes
Last updated:	07/20/2021	Classification:	14
Direct Reports:	Type of position:	Hours: 40 hours / week	
None	<u>Full-time</u> Part-time	Exempt	
	On-Call Limited Duration	<u>Non-exempt</u>	
GENERAL DESCRIPTION			
Provides transportation planning services to the region's Metropolitan Planning Organizations (MPOs) and member jurisdictions. Assists in updating regional transportation plans, evaluates technical impacts of transportation programs and projects, and assists member jurisdictions with transportation planning issues, plans, and projects.			
ESSENTIAL JOB FUNCTIONS			
<ol style="list-style-type: none"> 1. Performs technical transportation system and plan documents review, recommends transportation system improvements or projects based on regional data. 2. Performs transportation planning-related research, collects and compiles data, determines study scope, and defines project schedule supporting transportation planning. 3. Analyzes and verifies project compliance with Federal, State and local regulations. 4. Maintains Transportation Improvement Program for regional MPOs. 5. Coordinates with local jurisdictions and state and federal agencies on MPO functions. 6. Develops reports and makes presentations to committees, advisory boards, councils, commissions, civic groups, and citizen committees. 7. Responds to inquiries about specific programs, activities, and services. 8. Provides staff support to citizen and intergovernmental committees. 9. Works cooperatively and collaboratively with local jurisdictions and state and federal agencies involved in the MPO process. 			
AUXILIARY JOB FUNCTIONS			
<ol style="list-style-type: none"> 1. Collaborates with other RVCOG departments; 2. Other related duties as assigned. 			
SUPERVISORY RESPONSIBILITIES			
None			
SUPERVISION RECEIVED			
Supervised by the Planning Program Director, receives general oversight from the Senior Transportation Planner.			
RELATIONSHIP TO OTHERS			
Maintains frequent contact with RVCOG management and staff, state and local officials, member jurisdictions, outside agencies, business representatives, and the general public.			

ACCOMMODATIONS

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description 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 of the job and must not prohibit the employment of a person with disabilities.

QUALIFICATION REQUIREMENTS

EDUCATION, TRAINING, AND EXPERIENCE

1. Education: Bachelor's degree with major in transportation, urban, or regional planning, transportation engineering, or a related field.
2. Experience: A minimum of 3 years of experience as a Land Use or Transportation Planner.
3. Substitution: Any satisfactory equivalent combination of education, experience, and training that demonstrates the knowledge, skills, and abilities to perform the duties of the job.

SPECIAL REQUIREMENTS

1. License: Possession of, or the ability to obtain and retain, an Oregon driver's license by the time of appointment, or otherwise have immediate point-to-point transportation available.
2. Vehicle: Possession of, or permanent access to, a personal vehicle.
3. Other: Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Transportation planning practices such as Transportation and Growth Management, Transportation Systems Management, Access Management, Oregon's Transportation Planning Rule;
2. Applicable state and federal planning practices, procedures, and regulations;
3. Principles and practices of GIS, including basic cartographic principles, data sourcing, feature creation and editing, and static map creation; and
4. Effective public meeting organization and management.

Related skills:

1. Microsoft Office (Word, Excel, PowerPoint, and PowerPoint) Adobe Acrobat, ESRI's ArcPro, and WordPress or similar website development and maintenance software;
2. Data collection and synthesis;
3. Effective communication with individuals of diverse interests in a courteous and efficient manner; and
4. Business English, spelling, and punctuation.

Ability to:

1. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people;
2. Gather, organize, and analyze data and information with precision, draw conclusions and formulate recommendations;
3. Work accurately and with attention to detail while meeting deadlines;
4. Effectively communicate both orally and in writing;
5. Develop project strategies and work plans;
6. Effectively organize and facilitate group discussions;
7. Make effective and engaging presentations to both small and large groups; and
8. Manage multiple projects simultaneously.

PHYSICAL DEMANDS

(1) Mobility: frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, and exposure to computer screens; occasional color and depth vision. (4) Dexterity: and frequent use of keyboard and repetitive motion (e.g., data entry). (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

WORK ENVIRONMENT

Work is performed in a typical office environment utilizing a computer and a variety of other office equipment. Travel in the two-county area (Jackson/Josephine) is required, travel to other parts of the state and other states and attendance at evening and weekend meetings are occasionally required.

ADDITIONAL INFORMATION

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.

APPROVED BY: **Karl Welzenbach** Date: 07/13/2021 **Planning Program Director**

APPROVED BY: **Jodi Wilson** Date: 07/13/2021 **Human Resources Manager**

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