

ROGUE VALLEY COUNCIL OF GOVERNMENTS

Job Description



Job Title:	Assistant Transportation Planner		
Department:	Planning		
Location:	Central Point, OR		
Reports to:	Planning Program Supervisor	Travel Required:	Yes
Last updated:	08/02/2023	Classification:	8
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>	
	Intern		
GENERAL DESCRIPTION			
Provides general planning assistance to the Planning Department by assisting other planning staff with the completion of assigned tasks, assisting with arranging and organization of meetings, and providing support for public involvement activities. Provides assistance 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. Works closely with department staff to develop mandatory state and federal documents and reports. 2. Assists with web site maintenance for the department. 3. Provides support for public involvement activities. 4. Assists with arranging and organization of meetings. 5. Assists in developing and writing reports and work scopes. 6. Provides assistance in updating regional transportation plans. 7. Evaluates technical impacts of transportation programs and projects. 8. Assists member jurisdictions with transportation planning issues, plans, and projects. 9. Assists with data collection, methods of updating, error checking, and correction. 10. Assists with the development of presentation materials and assists with making presentations to committees, advisory boards, councils, civic groups, and the general public. 11. Assists with the development of mapping tools and documents. 			
AUXILARY JOB FUNCTIONS			
<ol style="list-style-type: none"> 1. Other related duties as assigned. 			
SUPERVISORY RESPONSIBILITIES			
None			
SUPERVISION RECEIVED			
Supervised by the Planning Program Supervisor, receives general oversight from the Planning Program Director.			
RELATIONSHIP TO OTHERS			
Maintains frequent contact with Agency 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 individual 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 from an accredited college or university, with major coursework in transportation, urban, or regional planning, economics, public policy, applications of GIS, or a related field.
2. Experience: A minimum of 1 year of technical experience working in planning.
3. Substitution: Any satisfactory equivalent combination of education, experience, and training which 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 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 Background History Check; demonstrate knowledge and proficiency in the use of computer software.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Basic understanding of local government operations;
2. Applicable state and federal planning practices, procedures, and regulations; and
3. Effective public meeting organization.

Related skills:

1. Microsoft Office (Word, Excel, PowerPoint and Publisher);
2. Knowledge of website development and maintenance a plus;
3. Data collection and synthesis;
4. Effectively working, communicating, and building cooperative working relationships with diverse interests in a courteous and efficient manner; and
5. 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;
3. Work accurately and with attention to detail while meeting deadlines;
4. Effectively communicate both orally and in writing;
5. Make effective presentations to small and large groups;
6. Manage multiple projects simultaneously; and
7. Effectively organize and facilitate group discussions.

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 may occasionally be required, and attendance at evening and weekend meetings or events may also be necessary.

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: 08/02/2023 **Planning Program Director**

REVIEWED BY: **Adrian Modjeski** Date: 08/02/2023 **Human Resources & Administrative Services Director**

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