



ROGUE VALLEY COUNCIL OF GOVERNMENTS

Assistant Transportation Planner

Job Announcement

ABOUT THE POSITION

The Rogue Valley Council of Governments is seeking a full-time Assistant Transportation Planner to provide transportation planning and support services to the Planning Department by assisting with the completion of assigned tasks, assisting with arranging and organization of meetings, and providing support for public involvement activities.

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; and effectively utilizing modern computer applications (Microsoft Office, desktop publishing, website development/maintenance, etc.). Additionally, the candidate must work effectively as a team member while establishing and maintaining harmonious and cooperative working relationships with staff and a wide variety of people.

SALARY

Employees can be expected to be placed on the salary range based on experience and qualifications. Employees are eligible for a step increase after successful completion of a six-month trial service period and annual step increases thereafter.

Hiring Salary Range: \$37,377 to \$42,221 annually

Top of Salary Range: \$49,166 annually

Terms: Full-time - 40 hours, Monday-Friday / Non-exempt with great benefits

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 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 OR any satisfactory equivalent combination of education, experience, and training which demonstrates the knowledge, skills, and abilities to perform the duties of the job
- **Experience:** A minimum of one year of technical experience working in planning.
- **Drivers 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.

APPLICATION PROCESS

These positions will remain open until filled; the positions will be filled as suitable candidates are identified. It is widely stated, and supported by studies, that candidates are less likely to apply for a job unless they believe they meet 100% of the hiring criteria. Our recruitment goals include hiring the candidate who is best able to meet the performance objectives of this role; we encourage people with non-traditional skill sets and experience to apply, even if you don't have experience with every job function listed in the job description.



For application instructions, please visit “How Do I > Apply for a Job” at www.rvcog.org. A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position. *Incomplete application materials may delay or prevent consideration for the position.*

ABOUT ROGUE VALLEY COUNCIL OF GOVERNMENTS

The Rogue Valley Council of Governments, a voluntary association of local governments in Jackson and Josephine Counties, was established in 1968 and comprises departments delivering services in the following specialties: Senior Nutrition, Senior and Disability Services, Transportation Planning, Land Use Planning, Grant and Contract Administration, Natural Resources, Technology Services, and Special Member Services.

ABOUT THE REGION

Located in the foothills of the Cascade and Siskiyou mountains in southern Oregon, this is a region of full four-season recreation at your doorstep. Medford, with a population of almost 85,000, is the largest city in Southern Oregon and Northern California and, as such, is a regional center for health care, services, and transportation. Nearby Ashland is home to Southern Oregon University and the Tony Award-winning Oregon Shakespeare Festival, and to the northwest is Grants Pass, famous for its downtown historic district and whitewater rafting on the world famous Wild and Scenic Rogue River. The region is also well known for its award-winning wineries, many with tasting rooms nestled amidst some of its most beautiful scenery.

BENEFITS OF EMPLOYMENT

Upon hire or first of month following date of hire

- Twelve paid holidays per year
- Up to 96 hours of paid vacation per year
- Up to 96 hours of paid sick leave per year
- Employer paid medical/dental/vision insurance - Employee contribution is less than \$20 per month for full family coverage
- Employee Assistance Program (EAP)
- Optional Flexible Spending Account (FSA)

After 6-month probationary period

- Employer-paid retirement plan contributions equivalent to 13.02% of monthly salary (Non-PERS)
- Employer paid HRA contributions of \$125 per month
- Employer paid Life and Long Term Disability insurance
- Optional 457(b) retirement plan (Roth or Traditional)

Special eligibility periods

- Employer paid Mercy Flights memberships
- Optional supplemental insurance such as short term disability, critical illness, and more

WORKPLACE ACCOMMODATIONS NOTICE

Rogue Valley Council of Governments is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation, gender expression, or any other classifications protected by law.

RVCOG VALUES: SERVICE COLLABORATION PROFESSIONALISM STEWARDSHIP INTEGRITY RESPECT

