



Richland County Regional Planning Commission

Job Description

Position:	Planner II – Transportation Planner II (Exempt Full Time)
Job Objective(s):	Working under the direction of the Transportation Technical Director, this position requires ownership of certain tasks but also provides support and contributes to the overall transportation planning team.
Directly Responsible To:	Transportation Technical Director
Essential functions of this Job:	<ul style="list-style-type: none"> ▪ Develop and monitor the MPO’s Transportation Improvement Program (TIP) including the compilation of the list of financially constrained project priority. Process draft amendments and modifications as needed for the review and approval by Transportation Technical Director. ▪ Maintain status of projects, historic funding, and other project details in a database to support amendments and modifications. ▪ Coordinate with various stakeholders, including local governments, transportation agencies, and community organizations, to prioritize transportation projects within the TIP framework. ▪ Conduct thorough analysis and evaluation of potential transportation projects to ensure they meet the MPO's goals and objectives, including considerations of sustainability, equity, and economic development. ▪ Collaborate with financial analysts to determine the financial feasibility of projects and make recommendations for financially constrained project selection. ▪ Monitor project implementation progress, track expenditures, and ensure compliance with funding sources and regulations. ▪ Communicate project updates and findings to stakeholders, including project recommendations to the transportation technical director for approval. ▪ Assist in the preparation of grant applications and funding proposals to support transportation projects included in the TIP. ▪ Stay informed about federal, state, and local transportation policies, regulations, and funding opportunities that impact TIP projects. ▪ Create and design maps, data visualizations, graphics and documents using the ESRI Suite ArcGIS/ArcGIS Pro and Microsoft Office Suite. ▪ Attend meetings, workshops, and conferences related to transportation planning and LAP project management to stay current on industry best practices and innovative strategies. ▪ Provide technical and advisory assistance to local governments and agencies in matters related to transportation planning. ▪ Perform all other duties as may be assigned to meet agency needs.
Minimum Qualifications:	<ul style="list-style-type: none"> ▪ To perform this job successfully, an individual must be able to perform each of the aforementioned essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions, absent undue hardship.



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Education, Training and Experience:	<ul style="list-style-type: none"> ▪ Bachelor’s degree in urban/regional planning or a related field and 2 years of experience. GIS experience analyzing transportation data and producing maps. ▪ Master’s degree in urban/regional planning or a related field with 1 year of experience. GIS experience analyzing transportation data and producing maps. ▪ Experience working with a Metropolitan Planning Organization (MPO) is desirable. ▪ American Institute of Certified Planners (AICP) certification is desirable.
Certificates, Licenses, Registrations	Must have or obtain a valid Ohio Driver's License and maintain a clean driving record.
Knowledge	<ul style="list-style-type: none"> ▪ Federal and state planning regulations related to transportation planning and programming. ▪ US Census and other socioeconomic data for planning purposes. ▪ Forecast of financial resources, and selection of eligible projects. ▪ Complete Streets, Vision Zero, and similar planning and safety initiatives. ▪ Multimodal transportation systems. ▪ Transportation planning process and programs ▪ Design standards for designing and implementing transportation projects.
Skills:	<ul style="list-style-type: none"> ▪ Prepare and give oral presentations. ▪ Prepare and edit documents and presentations. ▪ Speak English fluently and communicate effectively with stakeholders and team. ▪ Organize and analyze data using computer programs such as Microsoft Excel, Microsoft Access, ArcGIS, and other data programs.
Abilities:	<ul style="list-style-type: none"> ▪ Serve effectively in group activities such as teams, task forces, and committees. ▪ Work under pressure/stress with a high level of accuracy. ▪ Understand and care for the diverse cultural and linguistic backgrounds of the local community and staff. ▪ Travel for events, training and other MPO functions.
Compensation & Benefits:	<ul style="list-style-type: none"> ▪ \$46,269 - \$62,454 ▪ RCRPC offers a competitive benefits package to all full-time employees including health, dental, and vision insurance options as well as an optional health savings account. RCRPC contributes 14% of an employee’s gross pay toward their OPERS pension. Vacation, sick, paid holidays.
Job Application	<p>To apply, please submit a cover letter and resume via e-mail to Miss. Betsy Chapman at bchapman@rcrpc.org and cc to Mr. Pong Wu at pwu@rcrpc.org</p> <p>To learn more about Richland County Regional Planning Commission, please visit our website www.rcrpc.org.</p> <p>Application deadline: September 30, 2024 RCRPC is an Equal Opportunity Employer</p>