

PLANNER

POSITION OVERVIEW

The Planner will have a significant focus on and key responsibilities related to public transportation. With substantial input from the Public Transportation Workgroup, the Planner will develop and recommend the components and phasing of the long range public transportation system, with a focus on improving mobility and access in the two county area, and maximizing transportation investments.

The Planner may also work across several other planning disciplines, including but not limited to, congestion management, roadways, pedestrians and bicyclists, corridor/small area studies, and economic/community development. Depending on skills and experience, the Planner may provide support to other Planners. The Planner may be assigned project management responsibility for the design and implementation of specific programs identified in the Unified Planning Work Program (UPWP).

EXAMPLES OF WORK

- Refine cost assumptions and develop planning level cost estimates for operating and capital costs
- Develop criteria for service prioritization and develop a master list of investments in priority categories
- Data development for online dashboard
- Develop planning-level cost estimates for public transportation component of regional long range transportation plan
- Conduct cross-prioritization of regional long range transportation plan projects
- Maintain a functional congestion management system for the two county region
- Develop and implement congestion management data collection strategy with partner agencies
- Analyze current and historical regional travel time data
- Produce annual Transportation System Monitoring Report
- Maintain regional intelligent transportation system architecture
- Engage in regular interaction with and outreach to member agencies and other stakeholders
- Comply with federal and state transportation planning and MPO regulations and requirements
- Perform basic applications using the agency's geographic information system
- Perform other duties as assigned

REQUIRED KNOWLEDGE, EXPERIENCE AND TRAINING

- Well-versed in the principles of transportation planning, land use and demographic data, and public transportation operations and performance
- Direct experience with public transportation planning
- Ability to work collaboratively and develop working relationships across the organization and with member agencies; lead and participate on teams
- Attention to detail
- Professional communication skills, both verbal and written

- Ability to write for a specific audience and select most effective communication medium, and ability to edit engaging content for a variety of communication platforms
- Possesses graphic skills sufficient to clearly convey information to elected officials and citizens
- Ability to meet demanding and competing deadlines, and handle reprioritized tasks on occasionally short notice
- Ability to formulate and implement research and analytical methods
- Ability to understand project needs, create strategies based on general problem statements, and interact with management, planners and other staff
- Ability to respond to inquiries in a professional and positive manner and to present a professional image to the public
- Ability to perform advanced skills in computer software including word processing, spreadsheets, database and graphics, as well as the ability to learn new computer applications
- Eagerness to enhance technical and personal skills.
- A Bachelor's degree with specialization in planning, public administration, engineering, or related fields
- AICP certification through the American Planning Association (APA) preferred, or ability to become certified within three years

SPECIAL REQUIREMENTS

- Must be available for periodic evening and weekend events and meetings
- Must be able to successfully pass a background check process which includes reference and criminal history checks
- Must be able to obtain a valid Idaho driver's license

WORKING CONDITIONS

The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally lifting/carrying up to 20 pounds.
- Occasionally pushing/pulling up to 20 pounds.
- Work includes sensory ability to speak and hear; also includes close and distance vision
- Requires hand/finger dexterity
- Employees will sit, stand and walk
- Work environment includes inside conditions
- Employees may drive a vehicle as part of this position, in various weather and road conditions
- Employees may work occasional evenings and/or weekends

CLASSIFICATION

This is a full time, exempt position. Depending on skills, experience, and education, the Planner may be classified at an Associate level or Principal level.

SALARY RANGE

\$47,500 to \$77,800, plus comprehensive benefits

Starting salary is dependent on job classification, skills, experience and education

HOW TO APPLY

Submit resume, cover letter and salary history/requirements electronically to Megan Larsen at mlarsen@compassidaho.org.

The first review of applications will be November 14, 2016. The position is open until filled.

In compliance with Title 65, Chapter 5 of the Idaho Code, preference will be given to veteran's preference eligible applicants.

COMPASS reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.