

# TRANSPORTATION PLANNER JOB DESCRIPTION

**Effective Date:** October 21, 2024

**Position:** Transportation Planner

**Employment Status:** Part-time, Non-Exempt

**Position Summary:** Under the direction of the Regional Planner, the Transportation Planner is responsible for providing technical expertise to communities in planning, public engagement, application development, and project development for transportation and roadway safety related projects.

## Essential Functions:

1. Become familiar with the Safe Street and Roads for All program through the US Department of Transportation.
  - a. Learn about Road to Zero and other Roadway Safety and Crash Reduction efforts and how to implement them.
  - b. Assist with the development of a comprehensive roadway safety action plan for the 5-county region to include establishing and working with a stakeholder group to establish a goal (e.g.: 50 by 50, a 50% reduction in serious roadway crashes and fatalities by 2050).
  - c. Seek funding to implement roadway safety improvements the plan recommends.
  - d. Seek other SS4A planning and demonstration grants.
2. Research and write federal, state and/or foundation grants for the Regional Council or its members governments, as requested.
3. Become familiar with a wide variety of regional and community planning issues related to transportation and roadway safety.
4. Attend county and/or community meetings related to emerging or on-going transportation and roadway safety related projects.
5. Assist member governments in identifying transportation and roadway safety related projects and funding sources; research and write federal, state, and/or foundation grants for member governments.
6. Become familiar with a wide variety of granting programs and processes, regarding Missouri Department of Economic Development's Community Development Block Grant, US Department of Transportation, MoDOT, and other funding sources.

7. Assist with General Infrastructure or other related projects such as street repair, bridge replacement, sidewalk improvements, and more.
8. Attending staff meetings and quarterly Regional Council board meetings if requested.
9. Travel as required for training, conferences, and other meetings. Some travel may require overnight stays.
10. Other duties as assigned.

**Competencies Expected:** Ability to follow oral and written instructions. Excellent writing and public speaking skills are preferred. Attention to detail is paramount, as is the ability to follow procedures. In addition, the position requires organization, ability to meet deadlines, interpersonal communication, project development, and critical thinking skills. Must be able to conduct research and must be a self-starter.

**Minimum Qualifications:** Education: High school diploma or equivalent is required; an associate's degree in GIS, public administration, planning, political science, writing/communications, or related field preferred. Experience Level: One year of relevant experience preferred, but not required. Computer: Proficient with Windows Operating environment, including Microsoft Office. Other: Valid driver's license and auto insurance. Must provide own reliable transportation (mileage reimbursement provided for work-related travel). Must be legally eligible for employment in the United States.

**Physical Requirements:** Constant use of hands and arms to type and write to complete necessary paperwork. Must be able to drive and/or ride long distances; nighttime driving is necessary. Must be able to converse by phone and in person. Must be able to sit for long periods of time. Must be able to lift boxes of files to move them from one location to another. Must be able to navigate sometimes rough, unimproved terrain to monitor projects.

**Job Location:** This position is a hybrid position at the Northwest Missouri Regional Council of Governments in Maryville, MO, with the option of working a minimum of 2 days per week in the office.

**Work Schedule:** Monday through Thursday, 8 a.m. to 4:30 p.m. with a 30-minute lunch break is the regular, full-time employees' work week with the possibility of meetings, events, or training outside those hours. Part-time employees have some flexibility in scheduling.

**Salary Range:**

The salary range for this position is \$18 to \$25 per hour depending on the candidate's education and experience. This position, as posted, is part-time (24 hours per week) with part-time benefits.

***\*This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the Northwest Missouri Regional Council of Governments are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.***