

ASSOCIATE PLANNER

Classification	Exempt or Non-Exempt **
Title:	Associate Planner (MPO Planner I)
Reports to (Title):	Deputy Executive Director of Planning and Programming
Salary Range:	\$40,000 - \$60,000

** Fair Labor Standards Act (FLSA) Classification status will be based on salary.

JOB DESCRIPTION

Summary/Objective

The **Associate Planner** is a professional and technical planning position that provides planning and technical support to the Metropolitan Planning Organization (MPO), including assisting with major MPO programs, projects or plans such as: long range, short range and regional transportation planning; transportation improvement program; multimodal priority list; multimodal planning; transportation land use planning; and administrative support to meet other state and federal requirements.

Duties and Responsibilities:

- Supports the work of the Planning and Programming group through both independent and collaborative assignments.
- Supports development and maintenance of the Long Range Transportation Plan (Core Product).
- Supports preparation and development of the Multimodal Priorities List (Core Product).
- Supports preparation and development of the Transportation Improvement Program (Core Product).
- As directed, plans, schedules, coordinates, and maintains collaborative and on-going multi-agency communication related to transportation planning analysis, studies and plans.
- As directed, conducts or assists in planning, scheduling, coordinating, and maintaining a multi-agency planning and/or information program or system.
- As directed, researches and evaluates existing and proposed transportation systems, projects, programs, plans, policies, and associated MPO activities.

- Assists in the preparation of MPO planning information materials to be presented to the general public, governmental agencies and civic organizations.
- Assists in the preparation of MPO staff reports to be presented at MPO Board and Committee meetings and public hearings.
- Provides information and assistance to the general public and other governmental agencies.
- Performs all other related duties as required.

Competencies:

- Decision Making.
- Judgment.
- Independence.
- Personal Effectiveness/Credibility.

Education and Experience:

- Graduation from an accredited college or university with a Bachelor's Degree in City, Urban or Regional Planning, Transportation Planning, Engineering, Geography, or related field with preference for Master's Degree plus one (1) to three (3) years of experience in public or private sector transportation, transit, planning, urban/city planning, traffic/transportation engineering; or
- Any equivalent combination of relevant training and experience that provides the requisite knowledge, skills, and abilities for this job, which may serve as a substitute at the discretion of the MPO.

Licenses and/or Certificates:

- Possession of and ability to maintain a valid State of Florida Driver's License.

Supervisory Responsibility and/or Reporting Status:

- This is not a supervisory position.
- The position is under the direction of and responsible to the Deputy Executive Director of Planning and Programming or designated representative.

Knowledge, Skills, and Abilities:

- Knowledge of general transportation principles and practices.
- Knowledge of general planning principles and practices.
- Knowledge of sources of information, current literature, and recent developments in planning.
- Ability to organize and analyze information, and perform planning research.

- Ability to interpret data and studies.
- Knowledge of the roles and responsibilities of a Metropolitan Planning Organization.
- Knowledge and skill in the use of transportation computer systems and software applications.
- Knowledge of office procedures, practices, systems, equipment and software, including Microsoft Office Suite.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.
- Ability to work relatively independently, with minimal supervision.
- Ability to work in team environments.

Working Conditions:

- This job operates in a professional office environment.
- The noise level in the work environment is usually quiet to moderate.
- The employee is occasionally exposed to outside weather conditions during travel and/or field work.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to talk, stand; walk, use hands and fingers to handle or feel; and reach with hands and arms.
- This is light work requiring the exertion of 20 pounds of force occasionally, and up to 10 pounds of force frequently.
- The work requires visual acuity and manual dexterity to operate computer equipment and for reviewing, checking, preparing and maintaining written and electronic documents.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Type/Expected Hours of Work:

- This is a full-time position.
- The official hours of business are Monday through Friday, 8:00 a.m. to 5:00 p.m., but the MPO offers employees a variety of flexible schedule (i.e., flexible arrival and departure times) options within the limits set by the supervisor.

Security Clearance:

- None.

Travel:

- Occasional travel is expected for this position.

Other Duties:

- The above information is intended to indicate the general nature and level of work performed by employees in this position. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this position.
- Duties, responsibilities and activities may change at any time with or without notice.