

Transportation Planner

Frontier Metropolitan Planning Organization

TRANSPORTATION PLANNER

Frontier Metropolitan Planning Organization (MPO) is seeking a qualified individual to assist in the development, implementation, and monitoring of transportation projects in the Western Arkansas and Eastern Oklahoma region. The selected candidate will work closely with the MPO director, MPO committees, local governments, and transportation providers to develop, the Transportation Improvement Program, Unified Planning Work Program, Bike and Pedestrian Plans, Transit Survey, public involvement strategies, and other administrative and organizational efforts. The MPO is the legally designated organization responsible for developing state and federal transportation plans and programs that address the complex needs of a bi-state region as well as the local needs of the partner jurisdictions.

A Bachelor's degree in Transportation Planning, Urban/Regional Planning, Political Science, Sociology, Geography, Public Administration, Business Administration, or a related field is preferred as well as is at least two of related experience in the areas of federal, state, or local transportation planning and/or working with government agencies and community groups. Knowledge of GIS and data visualization is also preferred. See www.frontiermpo.org for full position description.

For consideration, the MPO requires a cover letter and resume. All documents are to be emailed to rbrewer@wapdd.org. Please provide complete and accurate information on previous job tasks, levels of responsibility, and references. Any offer of employment may be contingent upon job-related factors, verification of former employment, satisfactory references, and a background investigation.

The MPO will identify the best qualified person for the position while following the organization's nondiscrimination policy. In accordance with Federal, State and other authorities, the MPO does not tolerate discrimination and encourages broad participation regardless of race, color, national origin, sex, age, disability, religion or family status. (Title VI of Civil Rights Act of 1964, 42 U.S.C. § 2000d, and the Civil Rights Restoration Act of 1987, P.L. 100.259).

Posted 2/12/18. Open until filled.

Western Arkansas Planning & Development District, Inc.

JOB DESCRIPTION

Position: MPO Transportation Planner

Reports To: MPO Director

Position Overview

The MPO Transportation Planner must be proficient in administrative tasks, report preparation, and organizational management. The position requires administrative support to the MPO Director as the work is assistive in nature and focuses on extending the capabilities of the MPO. The applicant should have an accredited Bachelor's Degree, two-years transportation planning experience, GIS knowledge and excellent writing and verbal communication skills; must be creative and possess interpersonal relationship skills and be able to generate and conduct work in a team-based environment. A positive work attitude and ethic are required as well as strong organizational skills.

Essential Job Functions

- Develop and maintain the day-to-day file system of the MPO and keep it current
- Develop meeting packets and minutes for the Policy Board and Technical Committee
- Maintain compliance with local, state, and federal transportation laws and regulations
- Develop draft correspondence, reports, presentations, publications, newsletters, contact lists, surveys, databases, mailing and coordinate printing and distribution
- Gather, evaluate and assemble information into special reports that include tables, graphs, charts, and explanations
- Record Technical and Policy Board meetings and develop minutes as required, prepare agendas and supporting meeting materials for all attendees, arrange, setup and attend meetings and open houses, and ensure public notice requirements
- Conduct public involvement, public participation activities, strategies, marketing, and social media outreach
- Assist with maintaining Frontier MPO Policy Board and Technical Committee memberships
- Lead MPO staff for transit projects and chair of transit sub-committees, assist MPO Director with transit projects, reports, and surveys as needed
- Maintenance of the Frontier MPO web-site, Facebook, and other social media or public involvement sites
- Assists with Procurement policies, procedures and implementation for Frontier MPO state and federal compliance
- Assist in preparation of public and agency presentations using software such as PowerPoint, databases, digital photography and graphic design
- Prepare draft responses to public and agency correspondence for review by the MPO Director
- Arrange and setup meeting and open house facilities, attend meetings and communicate with the public as required
- Secure factual-information and analyze, compile and interpret transportation planning data
- Serve as the MPO Title VI/II Coordinator, and the DBE and GFE Coordinator

The duties and job functions may not encompass all activities and will include other duties as deemed necessary and assigned by the MPO Director.