

## Job Summary

The Transportation Planner/Planner I provides support for the Valdosta-Lowndes MPO and regional transportation planning initiatives. Under the guidance of the Transportation Director, this role assists with data collection, research, mapping, and administrative tasks. The planner works closely with senior staff and consultants to help implement projects that improve transportation infrastructure and systems and support regional transportation goals.

## Job Duties and Responsibilities (major duties)

- Act as a staff level resource for projects of different modes.
- Present planning and other initiatives to committees and the public.
- Coordinate with local, regional, State and Federal agencies.
- Develop studies, reports and analysis under the direction of the Transportation Director to inform future transportation plans and implementation initiatives. Will include metropolitan planning, urban and rural transit planning, bike/ped planning, freight planning, etc.
- Coordinate with other SGRC departments and outside stakeholders on various projects.
- Prepare agendas and attend meetings and take minutes of various committees and councils to provide assistance with or prepare various transportation plans, reports and documents.
- Assists other planners with transportation and comprehensive planning projects as requested.
- Performs administrative duties (filing, answering phones, etc.) and other tasks as requested.

## Knowledge, Skills and Abilities Required

A successful candidate will present excellent ability and use of the following knowledge and skills:

- Knowledge or ability to learn principles, practices and trends of transportation planning, transportation engineering, land use planning, public administration, grants management, or other specialty area(s) to which assigned.
- Knowledge of research processes and statistical analysis and interpretation.
- Knowledge of public administration and government jurisdiction interrelationships.
- Skill in conducting related research as applied to the collection and tabulation of data.
- Skill in operating a personal computer and various software programs to write reports and analyze basic datasets.
- Skill in operating standard office equipment.

- Skill in oral and written communication and interpersonal relations.
- Knowledge or ability to learn skills and proficiency in GIS.
- Ability to collect, analyze, interpret, organize and present technical statistical data and related information pertaining to transportation planning programs.
- Ability to prepare concise written reports, plans, correspondence and resolutions.
- Ability to implement decisions of transportation policy-making bodies.
- Ability to make effective oral presentations to committees.
- Ability to prepare charts, maps and other graphic presentations.
- Ability to act as staff resource for one or more transportation projects or modes.
- Ability to establish and maintain cooperative working relationships with co-workers, the public, including specific advocacy groups, and local, regional, State and Federal agency officials.
- Ability to provide services to the public in a courteous and effective manner.
- Ability to participate cooperatively and effectively as a contributing team member.
- Ability to produce acceptable work commensurate with the level of appointment within assigned timeframes.
- Ability to learn to input, access and analyze data using a computer and excel spreadsheets.

### **Minimum Qualifications**

Possession of a Bachelor's Degree from an accredited college or university with a major in planning, urban studies, public administration, geography or a closely related field OR at least two years professional experience in public administration, local planning, grants administration, legislative analysis, budget analysis or a closely related field.

### **Supervisory Controls**

The Transportation Director assigns work in terms of general instructions and provides guidance throughout the project as necessary. The supervisor reviews completed work for compliance with procedures and the nature and propriety of the final results.

### **Guidelines**

Guidelines include various local government Comprehensive Plans, applicable state and federal codes, laws, and regulations. These guidelines require judgment, selection, interpretation in application of relevant contracts, and SGRC/Valdosta-Lowndes Metropolitan Planning Organization procedures, roles, and responsibilities.

### **Scope and Effect**

The purpose of this position is to support the Commission's transportation planning efforts that contribute to broader community goals. Effective performance ensures that transportation programs and policies align with regional transportation needs and promote sustainable transportation initiatives and projects.

## **Contacts**

Contacts are typically co-workers, representatives of other government agencies, auditors, service providers, and the general public.

Contacts are typically to give and exchange information.

## **Work Environment/Physical Demands**

The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects. Occasional time will be spent traveling to meetings with local governments and stakeholders. There will be occasional night meetings. Some overnight travel will be required for training and presenting projects to a broader base of persons within the planning career field.

## Supervisory and Management Responsibilities

This position does not have direct supervision responsibilities.

## Position Details

☒ Full-Time      ☐ Part-Time      ☐ Intern      ☐ Contractor

☒ Exempt      ☐ Non-Exempt

<b>Monday</b> 8:30 am – 5:00 pm	<b>Tuesday</b> 8:30 am – 5:00 pm	<b>Wednesday</b> 8:30 am – 5:00 pm	<b>Thursday</b> 8:30 am – 5:00 pm	<b>Friday</b> 8:30 am – 5:00 pm
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## Equal Opportunity/Affirmative Action

The Southern Georgia Regional Commission is an Equal Opportunity/Affirmative Action employer. We provide equal employment opportunities without regard to race, color religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable federal, state or local law.