



JOB DESCRIPTION

POSITION: ASSISTANT PLANNER (F/T NON-EXEMPT)
REPORTS TO: EXECUTIVE DIRECTOR OR SENIOR PLANNER

SUMMARY

Under direction of the Executive Director or Senior Planner, the Assistant Planner compiles and analyzes transportation and socio-economic data for use in preparing technical studies and reports; assists in updating regional transportation plans; assists; prepares detailed technical reports; participates in planning studies; responds to requests from local member jurisdictions and other SCOG staff for information, data and technical assistance, including GIS analyses and mapping, and; other related duties as assigned.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the Assistant Planner position include:

- Provide technical assistance by collecting, analyzing, interpreting and summarizing information;
- Assists in the development of reports, studies, plans and programs;
- Assist in advising local jurisdictions on matters pertaining to transportation and census-related data and information as well as collect, analyze, organize and distribute such information;
- Assists with the development and maintenance of the regional travel demand model. Cooperates in developing population and employment forecasts as inputs into the model and regional comprehensive planning processes;
- Applies planning principles to complex, professional transportation planning work;
- Develops content for SCOG's website, posts content to the website and assures quality control of all posted material;

- Takes meeting notes and prepares minutes following board and committee meetings;
- Assists with meeting coordination and logistics including scheduling locations, as well as contacting others regarding preferred meeting dates;
- Manages audio recording of meetings, organizes and stores audio materials, and posts audio to SCOG's website;
- Prepares and distributes meeting agendas and packets prior to meetings, with assistance from other staff;
- Assists with the preparation of memoranda for boards and committees on a variety of subjects;
- Interacts effectively with the public on a regular basis and assists with developing and implementing public engagement strategies – including public meetings, public notices, open houses, community forums and similar events;
- Interacts effectively with elected officials and staff from local, regional, state and federal jurisdictions;
- Prepares maps and other graphical representations of data with varying complexity;
- Assists with management of paper and electronic project files; and
- Other duties as assigned.

EDUCATION AND EXPERIENCE

Bachelor's degree in urban, regional or transportation planning, urban planning, engineering, economics, geography or closely related discipline. Knowledge of principles and practices in the following areas: transportation, land use and economic development planning. At least six months of progressively responsible experience in transportation planning, economics, urban planning, regional planning, GIS and/or travel-demand analysis, modeling and forecasting.

KNOWLEDGE AND SKILLS

Communicate effectively with staff, partners, public, and elected officials in English both verbally and in writing. Produce clear, concise, written technical reports. Must be proficient in the use of Microsoft Office applications (Word, Excel, PowerPoint, Access, and Outlook). Experience with Adobe applications (Acrobat, Illustrator, Photoshop, and InDesign), ArcGIS, travel demand modeling or traffic operations software is desirable. Experience with Wordpress website software is desirable.

Training the candidate on software applications that require basic understanding may occur after hire to fulfill the duties of the position. Knowledge of other software not identified here may also be obtained after hire.

OTHER

Must have a valid driver's license at time of hire and throughout employment.