

## **Assistant Transportation Planner Community Development**

### **Position**

Reporting to the Community Development Director, this position is responsible for assisting with the development and maintenance of the Cartersville-Bartow County Metropolitan Planning Organization.

**Salary:** \$50,000 - \$70,000, DOQ

**Posting:** Until Filled

**Submit resume to Bartow County Human Resources, 135 West Cherokee Ave. St. 256 Cartersville, Georgia 30120 or email to [cogginsm@bartowcountyga.gov](mailto:cogginsm@bartowcountyga.gov)**

### **SUMMARY**

The position of Assistant Transportation Planner assists with the development and maintenance of the Cartersville-Bartow County Metropolitan Planning Organization (CBMPO) transportation planning program, primarily by acting as assistant to the Transportation Program and Project Manager. This position will serve as staff of the CBMPO. Assists in preparing technical reports, developing presentations for groups, assists in budget preparation, maintains estimates and projections, and performs additional tasks as assigned. Coordinates with other local jurisdictions, Georgia Department of Transportation, as well as other departments inside and outside the lead agency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assists with coordination of projects and plans between local governments and state/federal agencies regarding transportation planning.

Assists project management of local, state, and federal transportation projects, including drafting of contracts, selection of contractors, and documentation of schedules and progress of projects, overseeing Right-of-way acquisition.

Assists in the development of technical planning reports and studies for the Metropolitan Planning Organization (MPO) including infrastructure planning, land use corridor planning, and demographic analysis.

Assists with the development and submittal of grant reimbursement requests that meet federal reporting requirements for grant management; assists in preparation of the division budget.

Assists with development and implementation of the Transportation Improvement Program and the Unified Planning Work Program.

Maintains socioeconomic estimates and projections for Traffic Analysis Zones through various sources.

Performs transportation demand modeling.

Reviews land development activities and determines their impact on the transportation network.

Assists and makes presentations to various public and governmental departments and organizations.

Prepares minutes from special meetings; provides mail-outs for meetings, and performs additional support services for MPO Committees, when necessary.

Provides information to the public as required.

Performs other related duties as required.

**SUPERVISORY RESPONSIBILITIES** This job has no supervisory responsibilities. Work is performed under general supervision by the Transportation Program and Project Manager.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** Minimum Four year degree in Planning, Traffic Engineering or related field is preferred, or two years of transportation planning experience, preferably with an MPO; Any equivalent combination of education and experience, which provides the minimum level of qualifications stated above.

**KNOWLEDGE, SKILLS, and ABILITIES:**

Knowledge of the terminology and methodology used within the transportation planning profession, and knowledge of the principles and practices of comprehensive planning.

Knowledge of applicable laws, ordinances, policies, standards, and regulations pertaining to the specific duties and responsibilities of the position.

Knowledge of Geographical Information Systems.

Ability to compile, organize, prepare, and maintain an assortment of records, reports, and information in an effective manner and according to departmental and/or governmental regulations.

Ability to effectively communicate and interact with supervisors, other employees, government officials, and the public as they relate to the activities of the MPO.

Ability to assemble information, research and analyze related topics, draw conclusions, and create written reports and documents that communicate in a concise, clear, and effective manner.

Ability to use independent judgment in routine situations.

Ability to understand computer applications and technical processes as necessary for the completion of daily assignments.

Ability to plan, organize, and/or prioritize daily or long range assignments and work activities.

Ability to prepare and deliver public presentations and to communicate effectively both orally and in writing.

Ability to deal courteously and diplomatically with the general public.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid State of Georgia driver's license and a satisfactory Motor Vehicle Record (MVR); Professional Engineer (P.E.) or American Institute of Certified Planners (AICP) desirable.

**PHYSICAL DEMANDS** 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. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and peripheral vision. Occasional overnight travel may be required. The ability to adjust focus as needed is essential.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

**COMMENTS**

This position requires insurability by the Bartow County auto insurance carrier and availability for on-call duty in the event of an emergency or disaster. Pursuant to State law, smoking is not permitted in any County facility or entrances to the buildings. Designated outdoor smoking areas away from the entrances are permitted. Smoking in vehicles utilized by more than one employee is also not permitted.