



Bartow County
GEORGIA

Assistant Transportation Planner Engineering Department

Submit resume to Bartow County HR via email to findleya@bartowcountyga.gov and coxsm@bartowcountyga.gov, or via mail to Bartow County Human Resources, 135 West Cherokee Avenue, Suite 256, Cartersville, Ga. 30120

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

Salary: \$54,800 - \$60,600 (depending on qualifications)

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. 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.

MAJOR DUTIES

- 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.

KNOWLEDGE REQUIRED BY THE POSITION

- 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.

SUPERVISORY CONTROLS

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

CERTIFICATES, LICENSES, REGISTRATIONS

Valid State of Georgia driver's license and a satisfactory Motor Vehicle Record (MVR) or equivalent is required; Engineer-In-Training (EIT) or American Institute of Certified Planners (AICP) desirable.

EDUCATION and/or EXPERIENCE

A 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.

CONTACTS

- Contacts are typically with co-workers, other municipality employees and county residences.
- Contacts are typically to give and exchange information and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. Site visits are frequent.
- The work is typically performed in an office.