

PUBLIC ADMINISTRATION SPECIALIST

The Toledo Metropolitan Area Council of Governments (TMACOG) is seeking a highly motivated individual to fill a position within the Transportation Department. This is a professional position responsible for developing, facilitating and working with stakeholders on various transportation planning issues involving local, state, and federal government agencies; community organizations; regional business interests; and the general public. Specific duties and responsibilities include coordinating major transportation events, facilitating meetings and workshops, and outreach to advance regional cooperation; preparing and making presentations on complex topics to key public officials, public groups, agencies, boards, and other groups; monitoring, reviewing, and evaluating impact of emerging state and federal legislation on planning activities; and preparing a biennial transportation legislative agenda in collaboration with regional stakeholders.

Position requires a Bachelor's degree in urban or regional planning, public administration, civil engineering or related field plus five years of experience. Advanced degrees in a related field or certifications are desirable. Proficiency in the use of Microsoft office suite is required. Preference may be given to applicants with prior experience with a transportation related public agency or a metropolitan planning organization. Applicants must be legally able to work in the U.S., and possess a valid current driver's license. Successful completion of a comprehensive background check and drug screening are required to complete the hiring process. Salary is based on qualifications and experience. For more information about TMACOG and to see a more detailed description of this position, see our website at www.tmacog.org. Interested candidates should forward a letter of interest, resume, and professional references to TMACOG, P.O. Box 9508, Toledo, OH 43697-9508 or resume@tmacog.org. No phone calls. TMACOG is an Equal Opportunity Employer.