

TRANSPORTATION PLANNER

The Toledo Metropolitan Area Council of Governments (TMACOG) is seeking a highly motivated individual to fill a professional position within the Transportation Department. This position is responsible for facilitating and working with local, state, and federal government agencies; community organizations; regional business interests; and the general public to develop regional transportation plans and associated efforts.

Specific duties and responsibilities include:

1. Develops and updates regional long range transportation plan including its policies, initiatives, and priorities.
2. Develops procedures for the implementation, administration, and evaluation of plans or programs, and measures progress.
3. Analyzes information related to transportation, such as land use policies, environmental justice, or long range planning needs. The candidate must be able to draw meaningful conclusions from statistical relationships.
4. Designs methodologies for collection, development, and presentation of planning related information in a concise and understandable manner to public stakeholders.
5. Develop recommendations for transportation system improvements or projects, based on public and stakeholder input and relevant transportation data.
6. Prepares and makes presentations on complex topics to key public officials, public groups, agencies, boards, and other groups
7. Facilitates meetings and workshops.
8. Provides outreach to advance regional cooperation and monitoring.
9. With committee input and involvement, coordinate TMACOG's transit planning process.
10. Oversight of the TMACOG Public Involvement Process.
11. Supports programmatic subcommittees of Transportation Council.
12. Participates in technical, policy, and interagency planning meetings.
13. Prepares elements of the unified planning work program with the input of regional stakeholders.
14. Prepares administrative reports, work programs, and responses to requests for specific project or program information.
15. Performs other duties as assigned.

Minimum requirements include:

1. Excellent oral and written communication skills. Successful candidate must be able to demonstrate outstanding interpersonal skills and the ability to involve all transportation stakeholders in the plan development process.
2. Thorough knowledge of the principles and practices of urban and regional transportation planning.
3. Demonstrated history of developing and maintaining positive, service-focused relationships in the community and the ability to communicate tactfully and effectively with co-workers, committee volunteers, public officials, the news media, and members of the general public.
4. Thorough knowledge of federal and state transportation related laws, programs,

- policies, and guidelines.
5. Direct experience with state, county, city, township, or village governments.
 6. Strong organizational, problem solving, and negotiation skills with an ability to prioritize and manage multiple programs, projects and tasks to meet varying deadlines.
 7. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
 8. Ability to work either with a team or independently on multiple projects.
 9. Computer skills including file management and all Microsoft Office Suite products are required.
 10. Neat and accurate work habits and attention to detail are essential.

An understanding of the social and economic conditions within NW Ohio and SE Michigan is desired.

Candidates must have a Bachelor's Degree with an emphasis in urban, regional, or transportation planning, plus at least five years of planning experience. Master's Degree is preferred. AICP Certificate is desirable. Preference may be given to applicants with prior transportation plan development and writing experience with a metropolitan planning organization. Bilingual ability in Spanish may be considered favorably. Applicants must be legally able to work in the U.S., 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 experience and qualifications. 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.