



## JOB ANNOUNCEMENT

# Transportation Planner System Performance

Transportation & Planning Services (TPS) Division

The position is responsible for supporting short-range and long-range planning efforts and regional performance based planning process for the metropolitan planning organization (MPO). Other responsibilities may include coordination of related committees and/or subcommittees, transportation data analysis, and assisting in the coordination of regional safety and security initiatives. Makes frequent decisions important to the projects for which he/she has responsibility.

### POSSIBLE JOB FUNCTIONS

- Engage and coordinate with local, state and federal entities, as well as other stakeholders concerning congestion management, Intelligent Transportation Systems, traffic incident management, safety and security initiatives
- Collect, update, and analyze supporting transportation planning data, utilizing GIS software as well as other software as needed
- Assist with STP-UZA project evaluation and funding monitoring, and monitor the status of federally and locally funded transportation projects
- Assist with research and maintain awareness of current federal law regarding the transportation planning process
- Develop, update, and edit short-range and long-range transportation planning technical reports including annual reporting of progress towards regional targets
- Draft technical and policy recommendations related to performance based planning
- Support various committees and public outreach events
- Handle assignments outside daily tasks

### MARGINAL JOB FUNCTIONS

None.

### SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities.

## **INTERACTIONS**

ACOG staff on an as needed basis. Frequent contact with elected officials, other agency officials and the public.

## **QUALIFICATIONS**

### **Education/Experience**

Assistant Planner Requires a Bachelor's Degree in Engineering, Geography, Planning or related field, plus one (1) year of professional experience. A Master's Degree in related field may substitute for the one year experience. Starting Salary Range \$38,000 - \$45,000

Associate Planner Requires a Bachelor's Degree in Engineering, Geography, Planning, or related field, plus three (3) years of professional experience. A Master's Degree in related field may substitute for one year of experience. Starting Salary Range \$43,000 - \$50,000

Familiarity with transportation planning and/or metropolitan planning experience considered a plus. Specialized experience or skill may substitute for specific degree or experience requirement. Additionally, the employee holding this position must possess the ability to perform assigned responsibilities as well as new and changing duties, with an attitude of complete cooperation and an inclination to personally identify with the Association's goals, objectives, and responsibilities.

### **Knowledge, Skills and Abilities**

- Strong critical thinking and problem solving skills
- Strong verbal and written communication skills
- Ability to present detailed information clearly to technical committees, elected officials, and the general public
- Experience with project schedule development and tracking
- Ability to prioritize daily and weekly tasks to achieve long term goals
- Ability to assess and analyze important transportation system data
- Knowledge of GIS software products and statistical software packages
- Proficient in Microsoft Office suite (Word, Excel, Access, PowerPoint and Outlook)
- Good interpersonal and customer service skills, with ability to establish collaboration
- Ability to accept new techniques and procedures quickly and integrate with daily job
- Ability to work both independently and in a team environment

## **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.

- Frequently walks; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; climbs or balances; and stoops, crouches, and kneels.
- Occasionally lifts and/or moves objects up to 50 pounds.
- Specific vision abilities include close, color, peripheral, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics 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.

- Primarily indoors with occasional local travel required.
- Irregular hours of work may occasionally be required.

#### **JOB LOCATION**

This job will be performed primarily at the Association's offices, 4205 N. Lincoln Blvd., Oklahoma City, Oklahoma.

#### **HOW TO APPLY**

Send cover letter, resume, and application to Beverly Garner, Association of Central Oklahoma Governments, 4205 N. Lincoln Blvd., Oklahoma City, Oklahoma 73105 or email bgarner@acogok.org.

#### **HELPFUL LINKS**

[APPLICATION](#)

[ABOUT ACOG](#)

[PROFILES OF CENTRAL OKLAHOMA COMMUNITIES](#)  
[GREATER OKLAHOMA CITY REGIONAL PARTNERSHIP](#)