

Association of Central Oklahoma Governments

JOB OPPORTUNITY

DESCRIPTION:

JOB TITLE: Transportation Planner II - Active Transportation

DEPARTMENTS: Transportation Planning Services (TPS)

SUPERVISOR: TPS Program Coordinator

DATE: February 17, 2023

FLSA STATUS: Exempt

EMPLOYER INFORMATION:

The Association of Central Oklahoma Governments (ACOG) is the regional planning agency and the designated metropolitan planning organization (MPO) serving the four-county Central Oklahoma region (Oklahoma, Cleveland, Canadian, and Logan Counties). ACOG, located in Oklahoma City, performs work related to enhanced 911 services, community & economic development (CED), water resources, air quality, transportation planning services, and other issues of regional significance. For more information about ACOG and the variety of services and programs provided, please access our website at www.acogok.org.

JOB SUMMARY:

ACOG serves as the MPO for the Greater Oklahoma City region and manages the work of the MPO which includes the region's \$10 billion long-range Metropolitan Transportation Plan (MTP) as well as more than \$20 million in annual federal grants for local transportation improvements. This Transportation Planner II position is responsible for the planning and advancement of regional active transportation (bicycle and pedestrian) initiatives within Central Oklahoma and providing support to short-range and long-range planning efforts of the MPO. Other responsibilities may include coordination with committees and/or subcommittees, socioeconomic data analysis, and supporting regional planning initiatives. This position will be under the direct supervision of the TPS Program Coordinator.

DIVISION ESSENTIAL JOB FUNCTIONS:

- Collect, edit, and analyze regional bicycle and pedestrian data for short-range and long-range transportation plans
- Track and map local active transportation projects and developments across the region
- Coordinate the development of regional pedestrian and bicycle elements of the metropolitan transportation plan (MTP)
- Coordinate with agency staff in developing public information for active transportation plans and initiatives

- Coordinate regional livability initiatives and outreach events including Bike to Work Day and Bike Month activities, Open Streets, and other initiatives as outlined by the Federal Highway Administration (FHWA)
- Assist with the Transportation Alternatives Program (TAP) call for projects and application review. Monitor and report on project implementation progress
- Support and assist in coordinating various committees, public outreach initiatives, and events
- Assist with the bicycle and pedestrian safety public awareness campaign, Watch for Me OK
- Responds to requests for technical assistance from member governments
- Evaluate applicability and implications of various federal, state, and local laws and other regulations or policies
- Complete tasks and prepare reports as outlined in the Unified Planning Work Program (UPWP)

MINIMUM QUALIFICATIONS FOR CONSIDERATION:

This position requires a Bachelor's Degree in Planning, Geography, Public Administration, or a related field, plus a minimum of three years professional experience. A Master's Degree in a related field may be substituted for one year of experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to assess and analyze important environmental, demographic, and transportation system data
- Familiarity with transportation planning, regional and city planning, and active transportation
- Excellent verbal and written communication skills
- Strong critical thinking and problem-solving abilities
- Good interpersonal and customer service skills, and capable of establishing collaboration with a wide range of people
- Ability to prioritize, manage, and complete multiple work assignments independently with limited supervision in a dynamic environment
- Confident presentation skills with ability to relay detailed information clearly to technical committees, elected officials, and the public
- Ability to prioritize daily and weekly tasks to achieve long-term goals
- Capable of working both independently and in a team environment
- Ability to accept new techniques and procedures quickly and integrate with daily job
- Proficient in Microsoft Office suite
- Experience with GIS software products (Esri's ArcGIS) is preferred, but not required

PHYSICAL REQUIREMENTS:

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 essential functions.

- Sitting for long periods of time, occasional bending, squatting, kneeling, stooping; good finger dexterity and feeling; frequent repetitive motions; talking, hearing, and visual acuity
- Frequent lifting (up to 50 points of supplies or equipment)

WORKING CONDITIONS:

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 (mileage reimbursement)
- Normal office environment
- Irregular hours of work may occasionally be required

COMPENSATION:

The hiring range for this position will be \$50,500 - \$56,500 annually, depending upon experience and qualifications. ACOG offers a competitive benefits package which includes paid vacation and sick leave, health, dental, vision, life insurance and retirement; health reimbursement arrangement, flexible spending account for medical and child/dependent care expense; and flexible work schedules.

HOW TO APPLY:

1. Download the ACOG employment application at:
<http://www.acogok.org/wp-content/uploads/2019/07/ACOG-Employment-Fill-Out-Form.pdf>
2. Deliver the **completed application package** (cover letter, completed application form and resume) to:

Hannah Nolen, AICP
TPS Program Coordinator
Association of Central Oklahoma Governments
4205 N. Lincoln Blvd.
Oklahoma City, OK 73105

Or by email to hnolen@acogok.org with the subject: Transportation Planner II - Active Transportation

Incomplete application packages will not be considered. Position is open until filled; the initial review of applications begins March 17, 2023.

All employment offers will be within the stated hiring range.

ACOG reserves the right to hire at an appropriate level. ACOG is an Equal Opportunity Employer (EOE).