

## Association of Central Oklahoma Governments

# JOB OPPORTUNITY

### DESCRIPTION:

**JOB TITLE:** Transportation Planning Intern

**DEPARTMENTS:** Transportation Planning Services (TPS)

**SUPERVISOR:** TPS Program Coordinator

**DATE:** February 17, 2023

**FLSA STATUS:** Non-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](http://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. The Transportation Planning Intern position assists in collecting and analyzing transportation data and providing support to short-range and long-range planning efforts for 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, update, and analyze socioeconomic and transportation data for short-range and long-range transportation plans and other projects as assigned (including but not limited to land use, building permits, employment, census data, etc.)
- Perform technical data entry for transportation-related projects
- Assist ACOG staff with GIS and socioeconomic data collection and analysis
- Contribute research on topics related to the transportation planning process
- Develop, update, and edit short-range and long-range transportation planning technical reports
- Respond to requests for technical assistance from member governments
- Support various committees and public outreach initiatives and events

- Perform other duties and projects as needed

### **MINIMUM QUALIFICATIONS FOR CONSIDERATION:**

- Currently pursuing an undergraduate or graduate degree in Planning, Geography, Geographic Information Science (GIS), Public Administration, or related field.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Collect, update, and analyze environmental, transportation, and demographic data, utilizing GIS software
- Strong critical thinking and trouble-shooting ability along with excellent verbal and written communication skills
- 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
- Proficient in Microsoft Office suite
- Ability to accept new techniques and procedures quickly and integrate with daily job
- 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.

- 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

### **WORKING CONDITIONS:**

- Normal office environment, primarily indoors with occasional local travel required
- Irregular hours of work may occasionally be required

### **COMPENSATION:**

The hiring range for this position will be \$15.50 to \$20.50 an hour.

## 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](mailto:hnolen@acogok.org) with the subject: Transportation Planning Intern

**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).