

Association of Central Oklahoma Governments

JOB OPPORTUNITY

DESCRIPTION:

JOB TITLE: Transportation Planning Services (TPS) Special Projects Coordinator

DIVISION: Transportation Planning Services

SUPERVISOR: TPS Division Manager

DATE: December 2025

FLSA STATUS: Exempt (Part-Time)

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, 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 \$40 million in annual federal grants for local transportation improvements. The Special Projects Coordinator is responsible for the advancement of regional transportation initiatives within Central Oklahoma, assisting with the implementation components of the Congestion Management Process (CMP) and regional Intelligent Transportation System (ITS) Plan, and provides support to the short-range and long-range planning efforts of the MPO. Other responsibilities will include community engagement, data collection and mapping, and collaboration with local governments, ACOG committees, and agency staff. This position will mainly be in office and under the direct supervision of the TPS Division Manager.

TRANSPORTATION PLANNING SERVICES ESSENTIAL JOB FUNCTIONS:

- Collect, edit, and analyze regional environmental and transportation data for short-range and long-range transportation plans.
- Provide engineering expertise in the development and implementation of short-range and long-range transportation plans.
- Assist with technical development and implementation of the regional ITS Plan and CMP, including coordination with agency staff, stakeholders, and consultants.
- Support regional Complete Streets, Vision Zero, and other multimodal planning efforts.
- Engage with local, state and federal entities, as well as other stakeholders concerning transportation-related environmental planning, congestion mitigation efforts, and traffic operation initiatives.

- Assist with application review and project monitoring for transportation infrastructure funding programs.
- Provide engineering technical assistance to agency staff.
- Support the coordination of ACOG committees, subcommittees, public outreach initiatives, and events.
- Serve as the primary liaison to local governments for traffic studies and transportation engineering-related technical assistance.
- Participate in 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).
- 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 Civil or Transportation Engineering, plus a minimum of three years professional experience. A Master's Degree in Civil or Transportation Engineering, Planning, Geography, Public Administration, or 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
- Capable of cultivating and fostering relationships with a diverse range of stakeholders
- 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
- Professional Engineering (PE) license or Professional Transportation Operations Engineer (P.T.O.E.) is a plus
- Experience with GIS software products (ESRI 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; occasional bending, squatting, kneeling, stooping; good finger dexterity and feeling; frequent repetitive motions; talking, hearing, and visual acuity
- Frequent lifting (up to 50 pounds 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 essential functions.

- Primarily indoors with occasional local travel (mileage reimbursement)
- Normal environment with flexible hours, in-person
- Position requires 2-3 days per week in office
- Some remote work may be necessary per ACOG Remote Work Policy
- Irregular hours of work may occasionally be required

COMPENSATION:

The hiring range for this part-time position will be \$30.26 - \$31.80 per hour, depending upon experience and qualifications.

HOW TO APPLY:

1. Download the ACOG employment application at: https://acogok.org/wp-content/uploads/2024/04/ACOG-Employment-Application-2023_fillable.pdf
2. Send the **completed application package** (cover letter, completed application form, and resume) in PDF format to Jennifer Sebesta, TPS Division Manager, transportation@acogok.org with the subject: Special Projects Coordinator Position.

Incomplete application packages will not be considered. The position is open until filled; the initial review of applications begins on December 23, 2025.

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).