

Department: Economic and Community Development
Reports to: French Broad River MPO Director

General Statement of Duties

Performs project and grants management duties and technical and professional planning work with oversight of projects for communities and region-wide specialized projects.

Distinguishing Features of the Class

An employee in this class performs technical and professional planning work for the French Broad River Metropolitan Planning Organization and region. Work includes carrying out metropolitan transportation planning requirements, serving as project manager for complex projects, including coordinating project teams on special work assignments; applying for and receiving funding for projects and managing the project; conducting complex and technical research; and gathering input from public officials, affected citizens and the public. Employees work on one or more areas of expertise including region-wide planning initiatives, transportation, economic development, and a variety of environmental issues. Work also includes tasks such as providing technical assistance to the local government members; planning and participating in various public participation processes; supporting groups and committees made up of citizen and public officials; evaluating programs and preparing and presenting reports; and complying with grant reporting regulations.

Work is differentiated from the Planner I and Planner II classification by the project management and supervisory role and by the breadth and complexity of the projects developed and worked on. Work requires thorough knowledge of the area of expertise to which assigned and of planning concepts, as well as independent judgment and initiative in the performance of duties. Work is performed primarily in an inside environment but also requires field work and travel within, and occasionally outside, the region. Work is performed under general supervision and is evaluated through conferences, observation, reports, progress on projects, and feedback from the clients as well as by success in receiving funding for projects.

Duties and Responsibilities

Essential Duties and Tasks

- Manages the Locally Administered Projects Program, including the programming, tracking, and assistance with Surface Transportation Block Grant (STBGDA) and Transportation Alternatives Program (TAPDA)
- Manages the MPO Prioritization Subcommittee and other committees, as needed
- Assists and coordinates tasks required as part of the prioritization process (SPOT)
- Develops, coordinates, and manages special studies at the MPO, including contracting requirements with local governments, NCDOT, and any other parties
- Assists with the development of the Metropolitan Transportation, Transportation Improvement Program, Comprehensive Transportation Plan, and other short and long-range transportation planning documents
- Assists with the MPO Board, Technical Coordinating Committee, and other MPO committees, as needed
- Provides technical assistance to member governments for bike/ped, transit, freight, or roadway considerations
- Assists with traffic forecasts, project scoping, and other tasks in cooperation with project implementation agencies
- Assists with gathering and analyzing data, including data collected as part of public input initiatives
- Serves as the MPO liaison to various community groups and committees, including making presentations, facilitating meetings, and providing materials to assist in transportation planning efforts
- Coordinates planning activities with affected federal, state, municipal, regional and private agencies.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Preferred three years of transportation planning experience.
- Thorough knowledge and understanding of transportation planning and Metropolitan Planning Organization requirements and responsibilities.
- Understanding of state and federal transportation funding programs, including North Carolina's prioritization process.
- Thorough knowledge of the principles and practices, and research methods related to local and regional planning.
- Thorough knowledge of relevant federal, state and local laws and regulations and of policy changes and advances/changes to programmatic areas of responsibility.
- Thorough knowledge of regional issues, plans and programs.
- Thorough knowledge of the application of personal computers to document preparation, GIS research, spreadsheet analysis, presentation software, and other related applications.
- Considerable skill in the collection, analysis, and presentation of technical data and planning recommendations.
- Demonstrated ability to analyze and systematically compile technical and statistical information, and to prepared technical reports.
- Demonstrated ability to evaluate the feasibility of planning alternatives in relation to trends, costs and social pressures and needs.
- Time management, budgeting and political awareness skills and detail oriented.
- Ability to communicate effectively in oral and written forms, to interpret planning, zoning, and local ordinances to officials and the general public, and to make public presentations.
- Ability to establish and maintain effective working relationships with public officials, clients, coworkers, and the general public.
- Ability to provide leadership to other planners, interns, and project team members.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

Physical Requirements

- Must be able to perform the basic life operational skills of talking, walking, lifting, reaching, standing, fingering, feeling, hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and or 10 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Must possess the visual acuity to examine and work with maps, charts, and detailed materials, operate a computer, go and inspect sites regarding planning issues, use measuring devices, do figure computations, and do extensive reading.

Desirable Education and Experience

- Graduation from a four year college or university with a major in planning or related field and considerable experience in municipal, county or regional planning or in work in the technical field of expertise as a consultant or professional; or an equivalent combination of education and experience. Prefer Masters degree in related field with at least three years experience in transportation planning and understanding of the role of Metropolitan Planning Organizations.

Special Requirements

- Driver's License is usually required and specialized certifications may also be required of individual positions.