

Planner I: Transportation Program Analyst

Triangle J Council of Governments, Durham, NC

Hiring range: \$ 45,858 to \$48, 150

Be part of a creative team in a dynamic & diverse region

Do you love collecting data, benchmarking, and analyzing successful programs?

Triangle J Council of Governments seeks an entry-level analyst to support our Transportation Team's evaluation and monitoring efforts for a variety of regional projects and programs that aim to reduce congestion, improve air quality, and promote more reliable and equitable transportation options for Triangle residents. The successful candidate must have a positive, customer-focused orientation, be able to deliver high-quality products in a timely manner and be able to work in a team environment to support a wide range of projects, programs, and partnerships.

Description of Work

The successful candidate will work with the Transportation Team to evaluate the success of transportation projects and programs in the TJCOG region by:

- Collecting and summarizing quarterly reporting data from local and regional partners and submitting quarterly reports to NCDOT.
- Assisting in the analysis of biennial commute survey results and developing visual aids for presenting survey results to a wide range of audiences.
- Performing annual impact calculations and presenting results in a way that conveys the societal benefits of the programs.
- Providing technical assistance as needed to the region's Metropolitan Planning Organizations (MPOs).
- Supporting the [Commute Friendly NC](#) program as needed

Visit <https://www.tjcog.org/focus-areas/transportation> and <https://www.tjcog.org/focus-areas-transportation/triangle-transportation-choices> for more information.

Knowledge, Skills and Abilities

- Excellent quantitative analysis skills as well as the ability to work on multiple projects concurrently are required.
- Ability to analyze trends and present metrics to funders and stakeholders on key performance indicators.
- Ability to analyze survey results and convey results in multiple formats.
- Knowledge of and interest in transportation policies and their air quality, energy and sustainability implications.
- Advanced knowledge of Microsoft Office.
- Proficiency in Spanish is strongly preferred but not required.

Education and Experience

A bachelor's degree in planning, environmental studies, public administration, community development, public policy or related field is required. Candidates with an equivalent combination of training and experience that provides the required knowledge, skills, and abilities may also be considered.

Starting Salary & Benefits

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(Employee will be eligible for a 5% increase after serving a 6-month probation period.)

Benefits: The Triangle J Council of Governments offers a generous benefits package including paid vacation and sick leave; NC Local Government Retirement System; 5% 401(k) employer contribution; employer-paid health, dental, vision and life insurance; health spending account, flexible spending account for child/dependent care expenses; and flexible schedules and hybrid work environment.

Our Organization

Providing a platform for collaboration among local governments, stakeholders, and partners in our diverse region of NC. See the kind of work we do at www.tjcog.org

How to Apply

1. Download TJCOC employment application at: <https://www.tjcog.org/about/our-job-opportunities>
2. Send completed application package (cover letter, completed application and resume) by email to employment@tjcog.org with the subject Planner I Analyst

Incomplete applications will not be considered. Position is open until filled; initial review of applications begins July 8, 2022. All employment offers will be within the stated hiring rage.

TJCOC is an Equal Opportunity Employer.