

**REGIONAL PLANNER**  
*(Entry Level Professional Planner)*

**Transportation**  
**GIS Skills Preferred**

*Fair Labors Standard Act: (Professional) Salaried-exempt position*

Position Purpose:

The purpose of this position is to perform assigned professional work of average difficulty in planning research, writing, surveying, analysis, and presentation, either individually or in collaboration with other staff professionals. The work involves research, analysis and the presentation of social, economic and land use and other data for planning purposes, as assigned. May be required to assist in the training and orientation of other professional employees, and may conduct planning studies and research. The Regional Planner also has a major responsibility for the preparation of written and graphic reports. Performs all other related work as required.

Supervision:

Supervision Scope: The performance of assignments will include considerable latitude for initiative and independent judgment, with review and technical guidance provided by Supervisor.

Supervision Received: Works under the policy direction of the Supervisor, functioning independently referring specific problems to supervisor.

Supervision Given: May supervise the work of other planners and interns; may carry out coordinative activities relative to work being conducted by consultants.

Job Environment:

Administrative work is performed under typical office conditions; work environment is moderately noisy. Field work is performed outdoors with exposure to weather extremes and the hazards of construction sites. Attend evening meetings.

Operates an automobile; utilizes computer, telephone, copier, facsimile machine, and other standard office equipment.

Makes frequent contacts with the general public, other MRPC employees, local/regional/state/federal agencies, architects, and planning consultants.

Errors in judgment could result in reduced levels of service and cause confusion and delay.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Performs research and design work involved in developing various sections of the comprehensive planning program.
- Makes field and office surveys and gathers information relating to land use, traffic, and other community and regional issues.
- Collects data by preparing questionnaires and interview schedules, conducting or supervising interviews in field observation, or obtaining information from periodicals, documents or other agencies.
- Establishes and maintains participatory planning process in specific functional planning area.
- Carries out coordinative, and liaison activities relative to work being conducted by other agencies or by consultants.
- Collects, tabulates, analyzes and interprets statistical data of a varied nature, applying standards and statistical measurements to such data. Prepares reports summarizing data collected, methods used, and findings, complete with charts, graphs, and maps.
- Prepares answers to routing correspondence, and developing basic data.
- May supervise the work of planners and interns assisting on work assignments, and aid in the training of other professional staff.
- Makes public presentations as required.
- Attends monthly meetings related to transportation planning functions and makes presentations as requested by the Supervisor or Director.
- Keeps abreast with technical literature, and brings new ideas from this source to his/her work.
- The Regional Planner performs similar or related work as required, directed and as situation dictates.

Recommended Minimum Qualifications:

*Education, Training and Experience:*

Bachelor's degree in transportation, planning or related field; Masters' degree in Regional Planning is desired; one year of experience in municipal or regional planning is desired; or any equivalent combination of education and experience.

Special Requirements:

American Institute of Certified Planners (AICP) certification is helpful.

Valid motor vehicle operator's license.

Knowledge, Ability and Skill:

*Knowledge:* Knowledge of transportation principles and practices, transportation modeling, i.e. TransCAD or equivalent and GIS preferred. Shows evidence of familiarity with traditional planning methods, including demographic techniques. Must be familiar with the theories of sociology, geography, and economics, in relation to cities, regions, transportation networks, and urban systems. Knowledge of general planning activities, practices, techniques, and instruments used in planning. Knowledge and skill in drafting, mapping, statistics, and analysis as applied to land use, transportation, GIS and community facility planning studies. Good working knowledge of and proficiency in the use of office automation, planning materials, tools, and other resources. Knowledge of the principles, practices and purposes of city and regional planning; and locating important sources of planning information.

*Ability:* Ability to establish and maintain effective and harmonious working relationships with municipal officials and departments, state agencies, businesses, and the general public. Ability to conduct independent research and to analyze and interpret results. Ability to communicate effectively in written and oral form. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure. A willingness to try new and unfamiliar techniques. Ability to show improvement in quality of output. Ability to collect, analyze, interpret and apply data pertaining to planning problems of difficulty complexity. Ability to carry out complex written and oral instructions; and prepares reports based on data and material collected.

*Skill:* Skill in operating computers and applicable software applications; GIS knowledge preferred. Good written and verbal communication skills. Good organizational skills. Skill with mathematics and details. Skill in all of the above-listed tools and equipment.

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 the essential functions.

Minimal physical effort generally required for work performed in the office. Light physical effort occasionally required in the performance of field investigations. Operates a pc keyboard. Vision and hearing at or correctable to normal ranges. Communicates to large audiences at public meetings.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.)