
METROPOLITAN PLANNER (TRANSPORTATION)

NATURE OF WORK

The Metropolitan Planner is a position within the [Region 1 Planning Council \(R1PC\)](#), which is comprised of the Rockford Metropolitan Agency for Planning and the Economic Development District of Northern Illinois.

This position works with the [Metropolitan Planning Organization](#) (RMAP/MPO) division of the R1PC to administer the federally required transportation planning process and provide transportation planning products to the MPO member organizations. Coordinates with Federal, State, local agencies and the public. Produces planning work tasks typical of a metropolitan planning organization.

DISTINGUISHING FEATURES

The successful candidate will investigate, analyze, document and manage ongoing transportation planning efforts. The successful candidate must possess strong writing skills, prepare recommendations, and perform research, planning and technical analysis for projects.

In addition, a successful candidate will:

- Prepare MPO working documents (Unified Work Program, Transportation Improvement Program, Long Range Transportation Plan, Public Participation Plan, Environmental Justice & Title VI).
- Identify highway, bicycle/pedestrian and public transit needs; research and develop plans to meet those needs.
- At a planning level analyze alternate mobility options, safety programs and operational field strategies including rail, bicycle, and environmental planning.
- Utilize geographic information systems (GIS) to analyze, produce reports and visually display regional demographic, land use, environmental and transportation infrastructure data for the MPO planning area.
- Communicate and coordinate with State, Federal, and local agencies in developing transportation plans and funding proposals.
- At a planning level analyze the linkages between land use, demographic and economic adjustments, environmental and transportation initiatives; at all times connecting the above planning elements to economic development.
- Coordinate public meetings / workshops; facilitate as necessary.
- Investigate potential project funding, planning funding and prepare fiscal reporting documents.
- Participate on cross-collaborative teams in conceptual and transportation planning and for corridor and redevelopment studies.

ESSENTIAL FUNCTIONS (*These essential duties are only illustrative.*)

This position requires a successful candidate to:

- Maintain knowledge of changes in Federal and State transportation planning law.
- Actively consult with the MPO transportation planning and economic development divisions of the RPC.
- Establish and maintain professional planning relationships with local member organizations and functions as liaison between local public works, community development, highway departments and the RPC.
- Monitor the Federal Register and Circulars for Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funding sources; Conducts the planning process and develops planning documentation required to utilize these funding sources.
- Analyze socioeconomic data, census data and other planning centric data; support and provide guidance to the transportation planning tasks of the local agencies.
- Assist in the collection and analysis of data for transportation performance based planning.
- Provide analysis of development trends, research balanced growth opportunities, recommend strategies to reduce urban sprawl and maintain prime agricultural farmland zones, review existing transportation and land use plans for consistency and recommend changes where appropriate.
- Meet with Federal, State and local resource agencies to coordinate environmental and transportation planning and recommend strategies to sustain the environment; research, analyze and recommend green community initiatives; monitor regional air quality indicators and develop strategies to maintain the current MPO “attainment” status.
- Provide guidance and oversight to ensure the public participation and engagement process; research and implement new ways of involving the public in transportation planning.
- Attend and participate in meetings with intergovernmental committees; use word processing software to maintain committee mailing lists; prepare agendas and information packets in advance of meetings; prepare mailings to committee members; and prepare meeting minutes and resolutions.
- Maintain and prepare records and documentation necessary for certifying the transportation planning process for conformance with applicable State, Federal and local guidelines and regulations.
- Prepare progress reports and other related status information.

In addition, the successful candidate must possess the ability to use many of the following software and analytical techniques:

- ArcGIS
- Microsoft Office, including Word, Excel, Outlook, Access, PowerPoint
- Transportation and Economic modeling: research and analyze data utilizing resources such as the U.S. Census Bureau, Bureau of Labor Statistics (BLS) and Bureau of Economic Analysis (BEA)
- Adobe software products (Acrobat, Illustrator, InDesign, Photoshop)



SUPERVISION RECEIVED

Work is performed under the general supervision of the RIPC Executive Director. Specific tasks and work direction for planning documents and projects will be assigned through the MPO Director of Planning with considerable latitude and independence for carrying out tasks and assignments to completion. Additional guidance is provided through established regulations, codes and ordinances, policies and procedures. Work is reviewed through reports and meetings for timely accomplishment of tasks and annually for overall results achieved. Special projects or situations may be reviewed in progress and at conclusion.

SUPERVISION EXERCISED

Supervision is not a responsibility, but employees in this class may provide guidance or assistance to consultants or less experienced employees.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work is performed primarily in an office setting, although work activities require attending meetings or field inspections that involve travel throughout the area. Occasional field inventory and data collection work is required.

EDUCATION, TRAINING & EXPERIENCE

Graduation from an accredited four-year college or university with a Bachelor's degree in urban planning, transportation planning, geography, economics or a related field. This is an entry-level professional position.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Illinois driver's license.

TO APPLY:

Please submit cover letter, resume and three professional references by applying online at www.rockfordil.gov

The position will remain open until filled.

Region 1 Planning Council is an Equal Opportunity Employer.