
METROPOLITAN PLANNER

NATURE OF WORK

Works with the Rockford Metropolitan Agency for Planning (the Rockford, IL MPO) to administer the federally required transportation planning process and provide land use planning, environmental planning and 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 transportation planning projects.

In addition, a successful candidate will:

- communicate and coordinate with State, Federal, and local agencies in developing comprehensive highway and mass transit plans and funding proposals.
- prepare MPO working documents (UWP, TIP, LRTP, HSTP, PPP, EJ & Title VI).
- research methodologies and implement strategies to increase public participation in the transportation planning process.
- 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.
- investigate potential project funding, planning funding and prepare fiscal reporting documents.
- utilize geographic information systems (GIS) to analyze, produce reports and visually display regional demographic and infrastructure data for the RMAP planning area
- coordinate public meetings / workshops; facilitate as necessary
- analyze the fiscal impact of development and prepare growth strategies for the three-county MPO region; review existing land use and zoning plans for consistency.
- analyze regional traffic operations and develop strategies to reduce congestion, maintain air quality standards, reduce fuel consumption and reduce delay for highway and transit users.
- analyze and recommend strategies to provide for the efficient movement of goods and services (truck, rail, air and pipeline), develop sub-area plans for freight and logistics centers, recommend multi-modal options for freight providers that enhance the economic opportunity of the region, and recommend operational improvements for rail and highway systems.

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

This position requires a successful candidate to:

- Maintain knowledge of changes in Federal transportation planning law.
- Develop the annual work products of RMAP and assemble into a format acceptable to State and Federal agencies; meet all publishing deadlines associated with RMAP Policy and Technical Committee schedules; research, assemble and prepare traditional MPO work products including the Unified Work Program (UWP), the Transportation Improvement Program (TIP), the Long Range Transportation Plan (LRTP), the Human Services Transportation Plan (HSTP), the Public Participation Plan (PPP), and the Environmental Justice and Title VI report.
- Provide guidance and oversight to ensure the public participation and engagement process; research and implement new ways of involving the public in transportation planning.

-
- Develop the TIP and coordinate with local partner agencies
 - Prepare the Title VI and Environmental Justice Assessment of RMTD and RMAP for the FTA Civil Rights Office.
 - Analyze socioeconomic data, census data and other planning centric data; support and provide guidance to the comprehensive planning tasks of the local agencies.
 - 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.
 - Assist in developing solicitation documents for professional planning services (SOQs and RFPs), participate in evaluation and consultant selection, prepare scope of work and recommend contract requirements.
 - Maintain and prepare records and documentation necessary for certifying the planning process for conformance with applicable State and Federal guidelines and regulations.
 - Prepare progress reports and other related status information.
 - Provide analysis of development trends, research balanced growth opportunities, recommend strategies to reduce urban sprawl and maintain prime agricultural farmland zones, review existing land use plans for consistency and recommend changes where appropriate.
 - Meet with Federal, State and local resource agencies to coordinate environmental 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.

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 Internet 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 MPO Executive Director. Specific tasks and work direction for planning documents and projects will be assigned through the Metro Program Managers 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.

SUCCESS FACTORS (KSAs)

Considerable knowledge of Federal Transportation law, regulations and guidelines for a metropolitan planning organization, as required by the position.

Knowledge of computerized GIS programs and the ability to analyze socio-economic and land use data.

Knowledge of performance metrics/measures and highway safety planning.

Considerable knowledge of modern developments, current literature, and sources of information in the field of transportation planning, including traffic engineering, traffic modeling, urban mass transit systems, intelligent transportation systems, freight & logistics, transportation economics, active transportation, healthy communities and federal and state highway grant funding regulations and procedures.

Knowledge of the Microsoft Office suite of software products or other word processing, spreadsheet and database software standards.

Ability to communicate effectively, both orally and in writing.

Ability to use modern office methods, techniques and equipment.

Ability to establish and maintain effective working relationships as required by the work of the position.

Skill in oral presentations and written communications.

Skill in the use and care of a personal computer.

Skill in preparing office documents and forms for budget purposes.

EDUCATION, TRAINING & EXPERIENCE

Graduation from an accredited four year college or university with a Bachelor's degree in urban planning, transportation planning, traffic engineering, economics or a related field. Master's degree desirable but not required. Experience a plus but is not required for entry level position.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Illinois driver's license.