



Position Title: Transportation Planner
Location: St. Joseph, MO
Classification: Full-time, Non-exempt
Salary: \$35,000-\$45,000
Immediate Supervisor: Executive Director

General Function

The Transportation Planner coordinates all planning and public engagement activities necessary to identify regional needs and prioritization of said needs and to update the Regional Transportation Plan annually with data gathering and analysis and mapping of regional transportation assets. The Transportation Planner organizes quarterly meetings of the Transportation Advisory Committee to aid in the aforementioned plan development and regional needs identification. The Transportation Planner works directly with MoDOT planning staff to inform communities of funding opportunities and develop the High Priority Unfunded Needs (HPUN) List and the Statewide Transportation Improvement Plan (STIP). The Transportation Planner attends regular meetings with fellow Transportation Planners and MoDOT staff as well as State and National Transportation Conferences.

Minimum Acceptable Qualifications

- Education: A Master's degree in planning or a related field is preferred. Bachelor's degree in planning or a related field is required.
- Experience:
 - At least four years of professional planning experience or five years of experience working in a unit of local government is preferred.
- Skills:
 - A thorough knowledge of the principles and practices of community development planning is required.
 - Strong verbal and written communication skills are required.
 - A research background is required.
 - Computer skills, including word processing, database management, document design, and presentation software is required.
 - Knowledge of other planning related software such as AutoCAD, ESRI, ArcGIS/ArcMAP, etc. is preferred.
 - The ability to compile and analyze technical and statistical data is required.
 - The ability to work with minimal supervision, meet deadlines, and work efficiently in non-routine situations is required.
 - The ability to work effectively with the public and elected officials is required.
 - The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.



- Certification: American Institute of Certified Planners (AICP) certification is preferred.
- Other: Occasional day travel is required and may include occasional overnight stays. The position requires attending occasional evening meetings.

Essential Duties and Responsibilities

- Provides technical and advisory assistance to local governments and other public entities specializing in transportation planning.
- Develops and makes recommendations to local/regional government entities by directing planning activities with citizen advisory committees, elected or appointed officials, the general public, and professional planning staff.
- Facilitates the development of potential sources of contracts for Mo-Kan and its clients by preparing and presenting project proposals to local, state, and federal governments, and other public entities.
- Represents Mo-Kan and its clients to other government jurisdictions on relevant matters by attending meetings, workshops, seminars, and other similar activities as may be assigned.
- Compiles and analyzes census data and other statistical data and prepares projections and reports on data analysis.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Remains competent and current through self-directed professional reading, developing professional contact with colleagues, attending professional development courses, and attending training and/or courses required by the Executive Director.
- Contributes to the overall success of Mo-Kan and its clients by performing other essential duties and responsibilities as assigned.

Supervision

The Community Development Planner is supervised by the Executive Director.

Compensation and Benefits

The salary range for this position is dependent on the candidate's education and experience. This position, as posted, is full-time, 32 hours per week, 4 day workweek Monday-Thursday, with benefits. Benefits include health, life, vision, and dental insurance, paid time off, and Missouri Local Government Employees Retirement System (LAGERS) retirement plan.



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Additional Information

Mo-Kan is a designated Regional Planning Commission (RPC) and Economic Development District (EDD), recognized by the states of Kansas and Missouri and the federal government, serving four counties in Northwest Missouri (Andrew, Buchanan, Clinton, DeKalb) and two counties in Northeast Kansas (Doniphan, Atchison), centered and headquartered in St. Joseph, Missouri.

Please visit our website: www.mo-kan.org to learn more about our organization.

Mo-Kan Regional Council is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711

To Apply

Applicants should email a resume, cover letter, and three professional references to Kathy Hahn, Deputy Director at kathy@mo-kan.org



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