



NORTHERN ARIZONA COUNCIL OF GOVERNMENTS (NACOG)

TRANSPORTATION PLANNER

Department: Planning

Band: 17

FLSA Status:

Reports to: Director

POSITION SUMMARY:

Under administrative supervision and with moderate difficulty, this position is responsible for collaborating with federal, state, and regional partners in the planning, coordination, and implementation of transportation system projects intended to improve roadway safety and performance throughout the NACOG Region.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, coordinates, and monitors all phases of the Transportation Improvement Program (TIP) to ensure compliance with federal regulations
- Plans, coordinates, and implements NACOG Highway Safety Improvement Program (HSIP) projects, including the application process, inventory list review, specification review, GIS layer creation, map making, and agency consultation to ensure funding of safety projects that benefit NACOG communities
- Provides technical assistance and customer service to local partners to ensure compliance with appropriate governmental regulations
- Monitors and provides input into plans, studies, scopes of work, procurement processes and budgets of regional significance to ensure compliance with procurement guidelines
- Coordinates the provision of GIS services and manages applicable GIS databases and licenses for the purpose of obtaining reliable, up-to-date information
- Analyzes demographic data for the purpose of facilitating effective planning
- Coordinates the annual submittal of Average Annual Daily Traffic (AADT) volume counts to the Highway Performance Monitoring System (HPMS) by NACOG Local Participating Agencies (LPAs) to ensure compliance with reporting requirements
- Coordinates the Transportation Technical Advisory Committee (TAC) comprised of representatives of local jurisdictions and Tribal Nations for the purpose of implementing regional planning goals and objectives
- Plans, prepares, updates, and maintains a variety of maps, drawings, plans and other graphic representations to assist in decision making for planning, funding, and projections
- Reviews, maintains, and updates the NACOG GIS layers repository and NACOG online GIS applications to ensure accurate, reliable maps and data

TRANSPORTATION PLANNER ...CONTINUED

- Prepares annual updates of the NACOG Title VI Implementation Plan to ensure compliance with Title VI regulations
- Participates in federal, state, regional, and local committees as needed to effectively represent the interests of the NACOG Region.

Other related duties as assigned.

EDUCATION AND/OR EXPERIENCE:

Bachelor's Degree from an accredited college or university in urban/regional planning, transportation planning, public administration, civil engineering, or other related field of study; and 4 years of progressively responsible professional work that includes planning, project management, GIS and independent decision-making experience; **OR** an equivalent combination of education, training, and experience which demonstrates the ability to perform the duties of the position.

CONDITIONS OF EMPLOYMENT:

- Criminal Background Check
- Motor Vehicle Report (annually)

CERTIFICATES & LICENSES:

N/A

TECHNICAL COMPETENCIES:

- Planning principles
- Federally-funded transportation programs
- Federal and State transportation regulations
- Land use and engineering practices

GENERAL COMPETENCIES:

- Analytical thinking
- Collaboration
- Communication
- Critical thinking
- Project management
- Problem solving skills
- Procurement competence
- Public speaking
- Strategic vision and planning

TRAVEL REQUIRED:

☐ < 5% ☐ < 25% ☒ < 50% ☐ < 75% ☐ 100%

TRANSPORTATION PLANNER ...CONTINUED

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

Physical Activity: Frequent talking, listening, finger use, and repetitive motion. Occasional standing and walking.

Physical exertion: ☒ Sedentary; ☐ Light; ☐ Medium; ☐ Heavy; ☐ Very Heavy. Work involves exerting up to 10 pounds of force occasionally and/or negligible amounts of force frequently or constantly to lift, carry push, pull or otherwise move objects, including the human body; involves sitting most of the time.

Visual requirements: Close visual acuity for compiling and analyzing data; viewing a computer screen; and reading.

Working conditions: Not substantially exposed to adverse environmental conditions.

NACOG is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, genetic information, or any other characteristic protected by the state, federal, or local law. NACOG is committed to providing access, equal opportunity and reasonable accommodation for individual with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact the Human Resources Director, 928-774-1895, HR@nacog.org.

SIGNATURES:

This job description has been approved by:

Department Director: _____

Date: _____

Human Resources Director: _____

Date: _____

Executive Director: _____

Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____

Date: _____