



REGIONAL SERVICES • COMMUNITY FOCUSED

Job Title: Transportation Planner/Regional Planner/Planner 1

Department: Transportation and Environment

The SGRC is a regional planning and intergovernmental coordination agency providing services in transportation, environmental, and local community planning; workforce training; aging services; GIS mapping; small business loans; and community and economic development. The program areas of the SGRC Transportation and Environment Department include: metropolitan and rural transportation planning, transit and freight planning, bicycle and pedestrian infrastructure planning, transportation safety, SGRC Regional Public Transit System, administrative assistance of regional transportation funds, and regional water quality initiatives.

#### Major Duties:

Candidate will be assisting senior planners in carrying out the following duties among other tasks that may be assigned.

- Act as a staff level resource for projects of different modes.
- Staff committees and make presentations to committees.
- Coordinate with local, regional, State and Federal agencies.
- Develop studies, reports and analysis under the direction of senior staff to inform future transportation plans and implementation initiatives. Will include metropolitan planning, urban and rural transit planning, bike/ped planning, freight planning, etc.
- Coordinate with other SGRC departments and outside stakeholders on various projects.
- Prepare agendas and attend meetings and take minutes of various committees and councils to provide assistance with or prepare various transportation plans, reports and documents.
- Assists other planners with transportation and comprehensive planning projects as requested
- Maintains the transportation project database and filing system.
- Assists Transit Manager to maintain computer databases and ensure that client transportation requests are fulfilled in a timely manner.
- Performs administrative duties (filing, answering phones, etc.) and other tasks as requested.

#### Knowledge and Skills:

A successful candidate will present excellent ability and use of the following knowledge and skills:

- The principles, practices and trends of transportation planning, transportation engineering, land use planning, public administration, grants management, marketing or the specialty area(s) to which assigned.
- Knowledge of research processes and statistical analysis and interpretation
- Knowledge of public administration and government jurisdiction interrelationships
- Skill in conducting related research as applied to the collection and tabulation of data.
- Skill in operating a personal computer and various software programs to write reports and analyze basic datasets

- Skill in operating standard office equipment
- Skill in oral and written communication and interpersonal relations
- Knowledge, skill, and proficiency in GIS.

**ABILITY TO:**

- Collect, analyze, interpret, organize and present technical statistical data and related information pertaining to transportation planning programs.
- Prepare concise written reports, plans, correspondence and resolutions.
- Implement decisions of transportation policy-making bodies.
- Make effective oral presentations to committees.
- Prepare charts, maps and other graphic presentations.
- Act as staff resource for one or more transportation projects or modes.
- Establish and maintain cooperative working relationships with co-workers, the public, including specific advocacy groups, and local, regional, State and Federal agency officials.
- Provide services to the public in a courteous and effective manner.
- Participate cooperatively and effectively as a contributing team member.
- Produce acceptable work commensurate with the level of appointment within assigned timeframes.
- Learn to input, access and analyze data using a computer.

**SUPERVISORY CONTROLS:** The Transportation and Environmental Director and other Senior Planners assign work in terms of general instructions and provides guidance throughout the project as necessary. The supervisor reviews completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include various local government Comprehensive Plans, applicable state and federal codes, laws, and regulations. These guidelines require judgment, selection, and interpretation in application of relevant contracts, and SGRC/Valdosta-Lowndes Metropolitan Planning Organization procedures, roles and responsibilities.

**COMPLEXITY:** The work consists of varied duties in planning, coordination, and administration. The volume of work contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this assignment is to provide professional planning support for member governments and assist with other transportation planning activities. Successful performance contributes to an improved quality of life for area residents within the region and compliance with applicable laws and regulations.

**PERSONAL CONTACTS:**

Contacts are typically with co-workers, representatives of member governments, relevant state and federal agency officials, and the general public.

**PURPOSE OF CONTACTS:**

Contacts are typically to give and exchange information, provide services, and resolve problems.

**PHYSICAL DEMANDS:**

The work is typically performed while sitting/standing at a desk or table.

**WORK ENVIRONMENT:**

The work is typically performed in an office. Occasional time will be spent traveling to meetings with local governments and stakeholders. There will be occasional night meetings. Some overnight travel will be required for training.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:**

None.

**PREFERRED QUALIFICATIONS:**

Possession of a Bachelor's Degree from an accredited college or university with a major in planning, urban studies, public administration, geography, environmental studies, transportation engineering or a closely related field OR at least one year professional experience in public administration, local planning, grants administration, legislative analysis, budget analysis or a closely related field.

Successful candidate must have excellent ability to produce written narrative, speak publically in front of audiences, be a self-starter, and be willing to work in teams. Candidate should have excellent computer skills. Successful candidate should review and be familiar with all of the SGRC programs and our transportation activities found on our website at [www.sgrc.us](http://www.sgrc.us) prior to an interview.

This is a full time (37.5 hours/week), salaried position based in our Valdosta office. Starting salary range is \$35,000 – \$45,000 dependent upon experience. Candidates should submit cover letter, resume, and SGRC application to: Corey Hull, SGRC, via email at [chull@sgrc.us](mailto:chull@sgrc.us). Driver's License, MVR, background check, and drug test required. EOE. Resumes will be accepted until position is filled.