



RICHLAND COUNTY REGIONAL PLANNING

Job Description

Position:	Transportation Planner – RCRPC Planner III
Agency	The Richland County Regional Planning Commission is a transportation and land use planning organization that also serves as the Metropolitan Planning Organization (MPO) for Richland County, Ohio.
Job Objective(s):	To lead and assist in the collection, analysis and reporting of data in support of the work of the Regional Planning Commission and the Metropolitan Planning Organization (MPO)
Directly Responsible To:	RCRPC Executive Director
Essential functions of this Job:	<ul style="list-style-type: none"> ▪ Act as lead planner in Regional Transit Planning activities ▪ Responsible for collecting and analyzing data for various systems / programs for regional transportation, land use and comprehensive planning ▪ Assist in maintaining required documents of the MPO (Prospectus/LRTP/TIP) ▪ Collaborates with outside agencies and organizations to coordinate and complete projects that increase accessibility and mobility ▪ Support staff for various studies of RCRPC and the MPO ▪ Write and/or revise reports and plans, create visual aids in form of maps, charts, etc. to communicate the work of the MPO and RCRPC.
Desirable Qualifications for Employment:	<ul style="list-style-type: none"> ▪ Knowledge of the principles, methods and practices of regional transportation planning. ▪ Ability to work well with and actively listen to the public and fellow staff members ▪ Ability to establish and maintain effective working relationship with committees, partner agencies, public officials and general public ▪ Ability to make informed professional recommendations and develop innovative approaches and ideas ▪ Effective graphic, verbal, numeric and written communication skills ▪ Comfortable in the use of Geographic Information System (GIS) software (preferably ESRI products) ▪ Skill in the use of office software including word processing, spreadsheet and statistical analysis and presentation development (preferably Microsoft products: Word, Excel, Access and PowerPoint)
Necessary Education, Training and Experience:	<ul style="list-style-type: none"> ▪ Bachelor's degree in urban planning, geography, GIS or a related field is preferred. ▪ 1-2 years of related relevant experience, or any combination of education and experience that provides the applicant with the desired skills, knowledge, and abilities required to perform the job.
Statement:	This job description is not intended to define the full and exclusive responsibilities of the individual filling the position. Many tasks will evolve through the day to day operations that will require flexibility, adaptability, and a willingness to work cooperatively with the entities involved.
Contact	Send resumes to jshetty@rcrpc.org ,

Starting Yearly Salary Range - \$30,000 - \$36,000 based on experience

Complete benefits– OPERS retirement, health/dental/vision insurance, vacation, sick leave, life insurance

Full Time - 35 Hour work week

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