

# Greater Egypt Regional Planning and Development Commission

Job Title: Director of Transportation Planning

Position Grade: VI

Salary Range: \$55,500 – \$74,696

Reports to: Executive Director

Supervises:

## Summary of Work:

Under the direction of the Executive Director, the Director of Transportation Planning serves as lead staff supervising the Commission's 3-C transportation planning process. The Director coordinates the efforts of the MPO and manages and directs the Commission's responsibilities as the MPO for the region. In carrying out these responsibilities the Director remains current on the principles and practices of urban and regional planning and the inter-relationships between land use and transportation.

## Essential Functions:

- Manages the Commission's transportation planning process.
- Coordinates transportation planning with comprehensive planning and other Commission activities.
- Develops transportation plans and programs.
- Facilitates public involvement in the planning process.
- Administers transportation contracts for the annual work program plan as well as other special studies.
- Coordinates with federal, state and local transportation agencies.
- Provides assistance in the development of the Commission budget and spending plan.
- Prepares research and interprets and responds to federal and state transportation-related regulations.
- Prepares or supervises the preparation of technical and policy reports.
- Prepares grant applications.
- Supervises other transportation planning personnel.

## Other Functions

- Assists with special projects of the commission as directed by the executive director.

### Education, Experience, and Skills Required:

Bachelor's degree in Planning, Public Administration or related field with 2 years of increasingly responsible experience. (Master's degree and 4 years' experience preferred)

OR

Bachelor's degree in Civil Engineering (Master's degree preferred) from an accredited school with major work in transportation engineering/planning. (Two years of related transportation planning experience preferred).

- Ability to use good judgment in making decisions in accordance with Commission policies and procedures.
- Ability to follow State and Federal guidelines and prepare needed reports.
- Must have excellent interpersonal skills and customer service skills.
- Excellent written and oral communication skills, including the ability to make public presentations and prepare comprehensive reports.
- Excellent organizational ability.
- Excellent analytical and research skills.
- Excellent interpersonal skills as required to coordinate and manage teams.

### Knowledge Requirements

- Thorough knowledge of the principles and practices of urban and regional planning and of the inter-relationships between land use and transportation
- Expertise in the 3-C transportation planning process.
- Basic computer literacy, including knowledge of MS Word, spreadsheets and GIS.
- Knowledge of State and Federal guidelines for administering grants and contracts.

### Licenses and Certification Requirements

- None required (American Institute of Certified Planners (AICP) Certification or Professional Engineer (PE) License preferred)

### OTHER

- Must be able to travel and attend meetings as needed. Participation in offered professional development opportunities is encouraged.
- Must live in the Greater Egypt district (Franklin, Jackson, Jefferson, Perry, and Williamson County).

The statements contained in this position description reflect general duties as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of the responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, to equalize peak work periods or otherwise to balance the workload. All duties of this position are to be performed while adhering to Greater Egypt Regional Planning and Development Commission policies and procedures. This document describes the position as it is currently. It is not

an employment contract. The Commission reserves the right to modify job duties or job descriptions at any time.