

GREATER EGYPT REGIONAL PLANNING AND DEVELOPMENT COMMISSION
MARION, ILLINOIS

Job Title: Transportation Planner

Position Grade: II

Reports to: Executive Director

Office Hours: 8:00am-4:30pm Monday – Friday

Starting Salary: \$50,000

Benefits include:

- Health Insurance
- Retirement & Death Benefits – Illinois Municipal Retirement Fund (IMRF)
- Paid vacation, sick and holidays

Summary of Work:

Under the direction of the Executive Director, the Transportation Planner supports Greater Egypt's transportation planning projects.

Essential Functions:

- Attends meetings with stakeholders to discuss transportation needs.
- Coordinates and takes minutes for all Greater Egypt transportation planning meetings.
- Assists in the development of transportation plans and programs.
- Coordinates with federal, state and local transportation agencies.
- Remains current of various funding programs, eligibility, application deadlines, etc.
- Assists in preparing grant applications for transportation projects.
- Assists in the preparation requests for qualifications for consulting services.
- Serves as a liaison between consultants and the transportation studies stakeholders.
- Facilitates public involvement in the planning process.
- Reviews the work of Greater Egypt's consultants and their billings.
- Assists in the administration of Greater Egypt transportation planning grants.

Other Functions

- Performs other duties as required or assigned.

Education, Experience, and Skills Required:

- Minimum of a Bachelor's Degree from an accredited University or College. Preferred degree would be in Planning, Engineering, or Public Administration.
- Two years of employment experience in or working knowledge of planning, business administration, or public administration is preferred.
- Experience with public speaking is highly preferred.
- Experience utilizing ArcView GIS is preferred.
- Ability to operate calculator, computer, and other general office equipment.
- Ability to communicate clearly and concisely, verbally and in writing, in English.
- Must be able to keep business matters strictly confidential.
- Must have excellent interpersonal skills and customer service skills.
- Ability to read and comprehend State and Federal regulations.

- Ability to maturely communicate with and earn respect of all public officials with whom the Commission works.
- Ability to express oneself by writing reports that are clearly-presented and easily understood as well as grammatically and technically correct.
- Ability to establish and maintain satisfactory working relationships with other employees and the public.

Knowledge Requirements

- Be familiar with theories and applications of local, regional and state planning principles and procedures.
- Be familiar with basic graphic and mapping procedures.
- Have an understanding that conflicts of interest and partisan political activities by any staff members are not in the best interest of the Commission.
- Working knowledge of administrative and clerical procedures and systems such as Microsoft Office, filing and records management systems, data entry, strong computer skills and other office procedures and terminology.
- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to communicate clearly with others.
- Customer Service – Knowledge of principles and processes for providing customer service to internal customers and external customers, including vendors.
- Prior experience with Federal, State, and Local grants preferred.
- Ability to collect and analyze a variety of demographic and economic data for inclusion in reports and maps

Licenses and Certification Requirements

- None required

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, or 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.