North Front Range Metropolitan Planning Organization (NFRMPO)
Transportation Planner I
Job Description

SUMMARY
This is an exempt professional position with the North Front Range Metropolitan Planning Organization (NFRMPO) Transportation Planning Team. The Transportation Planner I is an entry-level planning position and undertakes activities related to the development of comprehensive plans and programs for surface transportation and/or air quality in the North Front Range region. The Transportation Planner I participates in data collection, compilation, and analysis activities; travel demand forecasting and/or air quality model data preparation; short- and long-range planning, technical and feasibility studies; and various transportation and/or air quality projects and programs. This position requires an individual with a high degree of computer literacy, strong organizational skills, attention to detail, and the ability to undertake multiple on-going tasks. Impartiality and the ability to establish and maintain effective working relationships with the NFRMPO team, local planning officials, and the general public are vital.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The key responsibilities and duties of the position include, but are not limited to:

- Leads or supports surveys and data collection and analysis activities by compiling data in databases and spreadsheets, contributing to the development of survey documents; ensuring data accuracy; assisting with interpreting, analyzing, and manipulating data; producing charts, maps, plots, and reports; and using Geographic Information System (GIS) software; assisting with data maintenance;
- Performs travel demand model network coding, updating network attributes, assisting in running the appropriate travel demand forecasting or land use model, providing travel model outputs for emissions model runs, and working with supervisor to interpret model results;
- Assists with evaluation of regional transportation issues and regional transportation analyses including motorized, non-motorized, and freight movements;
- Develops short- and long-range planning, technical, and feasibility studies by conducting research; attending meetings; compiling meeting minutes or notes; working with supervisor to evaluate and recommend alternatives; conducting technical analyses on various alternatives; submitting study results to supervisor for review; drafting presentations for committee and/or public meetings, memorandums, letters, annual reports, documentation, articles, executive summaries, and final reports;
- Represents the Agency and Team by attending committee meetings; providing technical assistance to local governments, transportation providers, environmental interest groups, outside agencies, and/or the general public as requested.
- Drafts responses to data or other inquiries regarding various topics including funding, transportation, and/or air quality issues;
- Makes presentations to the general public, stakeholders, elected officials, boards, and other groups as required;
- Identifies and prepares blog or Twitter posts on transportation or socio-economic related items and updates the website as needed and requested; and
- Carries out other duties as assigned.

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QUALIFICATIONS
A minimum of a Bachelor's Degree in transportation planning, land use planning, urban or regional planning, GIS, transportation forecast modeling or other related fields which include analytical and quantitative methods is required. Experience requirements: entry level.

KNOWLEDGE, SKILLS, AND ABILITIES
- Strong oral and written communication skills.
- Demonstrated ability to work independently and to set and complete workload priorities.
- Familiarity with land use and travel demand modeling processes.
- Knowledge of the practices and principles of comprehensive and/or long-range transportation planning processes.
- Strong interpersonal skills, which include collaboration and the ability to be part of a successful team.
- Working knowledge of scientific and research methods and ability to perform statistical/spatial analysis.
- Strong computer aptitude, with skills in Microsoft Office, ArcGIS (highly desirable), and TransCAD (desirable).
- Ability to work with elected and appointed officials and other agency staff, as well as the general public.
- Working knowledge of federal and state transportation planning requirements highly desirable.
- Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
- Work requires a comprehensive and practical knowledge of the transportation planning field with use of analytical judgment and decision-making abilities appropriate to the work environment of the Agency.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is a typical office setting with the need to attend outside meetings and night meetings as requested. Work assignments may require the operation of a motor vehicle.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, fumes or airborne particles, and vibrations. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.