

## **Municipal Planner (Transportation)**

### **Memphis and Shelby County Division of Planning and Development**

Branch: 125 N. Main Street

Location: Memphis, TN 38103

Department: Planning & Development

Job Status: Full-Time

Closes On: March 28, 2017 at 11:59 PM CST

Rate of Pay: \$3,694.58 Monthly - Salary Commensurate with Experience and Education

Status: Grant-Funded

Details: Grant-Funded Job #17-17247

### **Position Summary**

Works under general supervision of the Memphis MPO Coordinator to assist in the development and implementation of transportation planning programs in the Memphis region. Works closely with public transportation providers, local governments, social service agencies, advocacy groups, and local communities to implement public transportation projects funded through federal programs for the general public.

### **Minimum Qualifications**

100% -

1. Two (2) years of experience in transportation, planning, or urban planning; and
2. Graduation from an accredited college or university with a bachelor's degree; OR
3. Graduation from an accredited college or university with a master's degree in transportation or urban planning, engineering, environmental science, economics, geography, or closely related field.
4. PROOF OF EDUCATION, TRAINING, AND/OR EXPERIENCE IS REQUIRED

### **Duties and Responsibilities**

1. Prepares and coordinates Metropolitan Planning Organization functions, long range transportation planning, land use planning, bike ped planning, transit planning, freight planning, travel demand forecasting (TransCAD), GIS analysis (GIS ArcView 10.3).

2. Leads assigned planning team staff on individual planning projects and develops and presents technical information to a wide variety of audiences as related to transportation planning.
3. Collects, analyzes, and interprets social and statistical data for various planning and area studies as related to transportation planning.
4. Prepares maps, charts, models, sketches, and other graphic and visual presentations to illustrate study findings.
5. Attends and conducts MPO planning meetings and responds to public inquiries in person, on the phone, or in writing.
6. Coordinates the implementation of planning projects and manage transportation monitoring databases, i.e. public policy, planning strategies and legislations related to regional planning.
7. Prepares summaries, narrative statements, and analyses of the pertinent technical facts reported in project studies.
8. Performs other related duties as assigned or directed.

### **Knowledge, Skills and Abilities**

KSAs and Other: -

1. Ability to work with relational database & spreadsheet software, (ArcGIS, MS Office, Sketch up, Adobe software).
2. Knowledge of channels to use in obtaining and disseminating information.
3. Ability to develop a plan and work schedule for assigned projects and to implement projects and manage transportation monitoring databases.
4. Ability to evaluate planning projects for technical validity and prepare analytical reports.
5. Ability to explain technical data to a variety of audiences.
6. Knowledge of statistics, and research procedures and sources.
7. Consensus-building, as well as, strong written and oral communication skills necessary.

To apply please click [here](#)>