



## **Flint Hills Metropolitan Planning Organization**

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**POSITION TITLE:** Transportation Planner

**ORGANIZATION:** Flint Hills Metropolitan Planning Organization

**POSITION:** FTE (Full-time), Exempt

### **POSITION SUMMARY:**

Support ongoing efforts to enhance the regional multimodal transportation system through the management and analysis of data, working with regional partners to integrate all modes into the regional transportation planning process, and the creation of regionally significant planning documents.

Receives direction from the Flint Hills MPO Planning Manager

### **SUPERVISORY RESPONSIBILITY:**

Direct supervision over part-time employees or interns.

### **ESSENTIAL FUNCTIONS:**

- Develop and maintain the Transportation Improvement Program (TIP).
- Assist with the development and updating of Flint Hills Transportation Plan (long-range plan).
- Create images, diagrams, maps, graphs, and other illustrative or interactive material, as needed.
- Assist with the development and updating of Performance Measures.
- Oversee the annual bicycle and pedestrian counts.
- Maintain and update the Flint Hills Regional Intelligent Transportation Systems (ITS) Architecture documents and website.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Assists with the development of Safe Routes to School and Active Transportation Plans.
- Serve as the MPO representative on various local, regional, and state committees.
- Assist with the maintenance of the MPO website.
- Assist with regional transportation planning efforts and provides support to MPO planning partners.
- Oversee the work of interns employed by the MPO.
- Perform other duties or responsibilities to support the MPO.

### **KNOWLEDGE – SKILLS – ABILITIES:**

- Excellent graphic design sense and ability.
- Principles and objectives of transportation, community, and regional planning.

- Techniques of collecting and organizing physical, social, economic, legal, and other data used in transportation planning.
- Work independently or in a team environment on multiple projects or issues simultaneously.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships.
- Must maintain a valid driver's license.
- Pay attention to details while keeping the BIG picture in mind.

**EXPERIENCE AND TRAINING GUIDELINES:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Entry level, or one to three years of professional experience in transportation planning, or multimodal coordination or planning.

**Training:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in planning, urban design, or a closely related field. Masters in planning field preferred.

**PHYSICAL REQUIREMENTS:**

Sedentary work: sits or stands for prolonged periods of time.  
Employee must be able to occasionally lift 10-25 pounds.

**SALARY:** \$50,000 -\$60,000 depending upon experience