

EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

JOB DESCRIPTION

JOB TITLE: Transportation Coordination Planner

REPORTS TO: Executive Director

DESCRIPTION OF WORK

GENERAL STATEMENT OF DUTIES: The Transit Coordination Planner will be responsible for assisting the Commission in establishing a Regional Transportation Coordinating Council (RTCC) for the region. RTCCs seek to improve the mobility for “transportation disadvantaged” – older adults, individuals with disabilities, individuals with low incomes, and/or military veterans. Position may also be responsible for other transportation and community development projects occasionally as needed.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Establish core membership and steering committee for the RTCC
2. Develop a diverse and comprehensive organizational structure for the RTCC including representatives from a wide range of agencies and interests.
3. Develop an Operational Implementation Plan for the RTCC Articles of Incorporation, By-Laws, staffing and a fiscal monitoring process.
4. Maintain website to inform stakeholders, including the public about the progress of RTCC development and obtain public comment. Generate awareness and interest among targeted markets.
5. Performs other transportation and community development duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of public administration practices, intergovernmental process and regional planning techniques.
2. Ability to organize and facilitate meetings of project stakeholders.
3. Ability to organize work, set priorities, follow up on assignments and meet critical deadlines with minimal supervision.
4. Ability to maintain and safeguard confidential data in accordance with appropriate state and federal regulations.
5. Ability to communicate effectively, orally and in writing.
6. Ability to operate a motor vehicle.
7. Skill in using technology to enhance work productivity.
8. Skill in facilitating meetings in a variety of settings.

WORKING CONDITIONS AND ENVIRONMENT

The position has good working conditions in general, but is a diversified job requiring sustained mental effort related to public contacts, organizational issues, planning and technical areas. The individual may encounter significant emotional strain or tension.

There is sustained exposure to public contacts, sitting, and standing. There is continuous exposure to computer keyboards and video screens and moderate exposure to lifting up to 40 pounds.

MINIMUM QUALIFICATIONS

A Bachelors Degree in Transportation Planning, Human Services, Public Administration or related field plus three years of experience. Must have access to transportation for work related purposes.