



## Job Description

JOB TITLE: Regional Planner	REPORTS TO: Regional Planning Manager
FLSA STATUS: Exempt	JOB OPEN DATE: May 31, 2022
TRAVEL: 20% within CAMPO region	JOB CLOSE DATE: Until Filled

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### About the Opportunity:

CAMPO is seeking a self-motivated and well-rounded Regional Planner to assist in the development of transportation plans and studies in CAMPO’s six-county region. The ideal candidate will have excellent problem-solving skills and data analysis capabilities; a keen eye for graphical presentation; the ability to support in developing and leading public and stakeholder outreach; and strong verbal and written communication skills. The Regional Planner will focus on short- and long-term transportation planning both for local communities and the region as a whole. Work will include assisting with or leading various plans and studies such as multimodal corridor studies, subarea studies, short- and long-range project prioritization, and components of the regional long-range transportation plan. Work is performed under general supervision of the Regional Planning Manager with latitude for self-direction based on professional education and previous experience.

### Responsibilities:

- Assist with development of short- and long-range transportation plans, subarea studies, multimodal corridor studies, performance metrics, grant applications, and other plans/studies linked to regional goals and policies.
- Coordinate with local agency staff, stakeholders, committees, and the public to gather input on programs and projects.
- Plan and develop materials for stakeholder and public outreach activities such as technical meetings, surveys, public hearings, open houses, and event pop-ups.
- Prepare reports and present to various audiences including the CAMPO Technical Advisory Committee, Transportation Policy Board, the CAMPO Executive and Deputy Executive Directors, elected officials, member-government staff, stakeholders, and the public.
- Stay current with federal and state transportation policy, priorities, and funding requirements.
- Conduct required background research and data collection to support recommendations for system development, support on planning studies and pilot

projects, state/federal grant applications, and related reports. It is expected that the candidate can independently gather, organize, identify, and interpret trends from large data sets.

- Assist with planning-level analysis related to traffic flow, multimodal performance, travel patterns/behavior, forecasting, conceptual design, and safety.
- Provide support in developing scopes of work and schedules, related budget cost controls, technical analysis and coordination, quality control, and general project delivery.
- Coordinate interagency activities for specific planning efforts and/or projects.
- Provide support for development and maintenance of CAMPO's Regional Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, and required annual federal reports.
- Create infographics, graphs, tables, and other forms of static and dynamic data displays in a way that communicates complex information clearly
- Prioritize and organize work assignments consistent with internal and external deadlines.
- Take initiative to perform other duties to maintain CAMPO operations.

#### **Required Qualifications:**

- Graduation from an accredited four (4) year college or university (master's degree preferred) with a degree or major coursework in planning, urban design, geography, civil engineering, environmental science, public policy, or a related field or discipline, plus a minimum of one (1) year of related job experience. A master's degree in urban planning (or a related field) and/or relevant internship experience may substitute for the required one (1) year of job experience.
- Proficiency in core MS Office products (Excel, Word, PowerPoint, Access).
- Working knowledge of one or more product in the Adobe Creative Cloud (e.g. Illustrator, InDesign, Photoshop).
- Working knowledge of ESRI ArcGIS products for analysis and graphic design.
- Strong written, visual, and verbal communication skills.
- Knowledge of multimodal transportation planning methods, techniques, and strategies and the ability to communicate those principles both graphically and in writing.
- Familiarity with the MPO planning process, the rules and regulations pertaining to the process, and regionalism in transportation.
- Experience in researching, evaluating, and interpreting complex information and analyzing, preparing, and organizing technical/statistical reports and documents.
- Knowledge of public outreach methods and strategies for the planning process.
- Ability to multi-task and re-prioritize tasks due to changing events and to set and meet deadlines with limited supervision.
- Ability to coordinate the efforts of small groups and act as project lead when required.
- Ability to solve problems and think critically by researching and suggesting appropriate alternatives and implementing solutions.
- Ability to establish and maintain cooperative working relationships with those contacted during work, both internally and externally.

- Access to reliable transportation to and from work related functions.
- Work samples from the applicant:
  - A writing sample from a transportation plan, study, or research paper that demonstrates strong written communication skill; **and/or**
  - A portfolio that demonstrates strong visual communication or graphic design capabilities with transportation planning concepts.

**Preferred Qualifications:**

- Experience working with elected officials and government officials.
- Demonstrated ability to develop material for and deliver presentations to elected officials, regional leaders, and the public.
- Knowledge of capital and comprehensive planning and programming.
- Work experience in the development of regional transportation plans, sub-regional master plans/studies, and multimodal corridor plans/studies.
- Knowledge of transportation systems, plans, and policies within the six-county CAMPO region.
- Experience developing and leading public outreach for the planning process, including surveys, workshops, open houses, focus groups, interviews, virtual engagement, and social media.
- Project management experience in the development of regional and local plans, including the management of staff and overall adherence to project scope, budget, and schedule.

**Salary:**

Salary is \$55,000 to \$68,000 annually, depending on qualifications. This position also includes paid holidays and the accrual of paid vacation and sick time. Benefits such as health, vision, and dental insurance and retirement plans are available.

**How to Apply:**

Please send a cover letter, resume, writing sample, and/or portfolio to William Lisska, Regional Planning Manager at [careers@campotexas.org](mailto:careers@campotexas.org). Writing sample and/or portfolio should highlight original work authored/created solely by candidate. If the sample was created for a group/team project, please identify the portion developed by the candidate. Candidates will not be considered until cover letter, resume, and work sample are provided.

CAMPO is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, CAMPO provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. CAMPO is a Drug Free & Tobacco Free Workplace.