

Department: Economic and Community Development
Reports to: MPO Director and RPO Director

General Statement of Duties

The Assistant Transportation Planner is a position at both the MPO and RPOs that largely entails supporting the organizations and its planners with administrative and planning assistance with regional transportation planning tasks and coordination.

Distinguishing Features of the Class

An employee in this class performs technical and professional planning work for the French Broad River Metropolitan Planning Organization (MPO), Land of Sky Rural Planning Organization (RPO) and region. Work includes supporting the MPO/RPO Board, TCC, subcommittees, and working groups with agenda preparation, meeting coordination, and technical assistance with remote and in-person meeting logistics; graphic design assistance with the MPO newsletter, flyers, and other materials as required; maintenance of the MPO's and RPO's rosters and mailing lists; maintenance of the MPO's website; and mapping assistance with GIS.

Work requires thorough knowledge of the area of expertise to which assigned and of website creation, graphic design, planning concepts, as well as independent judgment and initiative in the performance of duties. Work is performed primarily in an inside environment but also requires field work and travel within, and occasionally outside, the region. Work is performed under general supervision and is evaluated through conferences, observation, reports, progress on projects, and feedback from the clients as well as by success in receiving funding for projects.

Duties and Responsibilities

Essential Duties and Tasks

- Manages the MPO and RPO websites, posting materials in a timely fashion and keeping information on the websites up-to-date
- Supports the MPO and RPO Board, TCC, Subcommittees, and Workgroups with meeting coordination and logistics for both remote and in-person meetings
- Manages the MPO and RPO distribution lists and rosters
- Provides graphic design support for document preparation
- Assists with quarterly reports and invoice tracking
- Assists with meeting minutes and recordings for Board, TCC, subcommittee, and workgroup meetings
- Assists Board members with ethics and disclosure requirements
- Assists with the preparation of meeting materials
- Assists with scheduling meetings and meeting logistics
- Assists with mapping and other graphic materials

Additional Job Duties

- Other related duties as directed.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Knowledge in planning, transportation planning, and/or regional planning
- Background in website maintenance and creation
- Graphic design experience
- Thorough knowledge of the application of personal computers to document preparation, GIS, spreadsheet analysis, presentation software, wordpress website maintenance, and other related applications.
- Considerable skill in the collection, analysis, and presentation of technical data and planning recommendations.
- Demonstrated ability to analyze and systematically compile technical and statistical information, and to prepared technical reports.
- Time management, budgeting and political awareness skills and detail oriented.
- Ability to establish and maintain effective working relationships with public officials, clients, coworkers, and the general public.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

Physical Requirements

- Must be able to perform the basic life operational skills of talking, walking, lifting, reaching, standing, fingering, feeling, hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and or 10 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Must possess the visual acuity to examine and work with maps, charts, and detailed materials, operate a computer, go and inspect sites regarding planning issues, use measuring devices, do figure computations, and do extensive reading.

Desirable Education and Experience

- Graduation from a four year college or university with a major in planning or related field and considerable experience in municipal, county or regional planning or in work in the technical field of expertise as a consultant or professional; or an equivalent combination of education and experience.

Special Requirements

- Driver's License is usually required and specialized certifications may also be required of individual positions.

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