



POSITION DESCRIPTION

Government Services Associate Transportation Planner

Associate Transportation Planner
EMPLOYEE NAME: <hr/>
Position Title: Associate Transportation Planner
Classification/Salary Range: Associate / EA Range 21
Division/Program: Government Services / Transportation
Reports to: Program Manager
FLSA Status: Exempt, Not overtime-eligible
Representation: Employees Association
Position Location: Park Place Building, 859 Willamette Street, Eugene, OR, or other locations as needed
Position Purpose
<p>Position Purpose:</p> <p>The primary functions of LCOG’s Transportation Program are supporting the work of the Central Lane Metropolitan Planning Organization (MPO), conducting transportation-focused planning project work (typically supporting state and federal grants, and local government projects) as assigned, and supporting the work of LCOG’s Link Lane public transit service. The Program provides staff expertise in facilitation, long-range planning, infrastructure development, funding, and finance, and economic and other strategic planning. This position provides planning, data, and systems analysis services in these areas; secures and utilizes resources; produces maps, graphics, and reports; and may represent the organization at various community, state, federal, and other agency meetings.</p> <p>The Associate Transportation Planner formally reports to the Transportation Program Manager while working directly under the project and contract management supervision of other staff alongside a team of planners. They will often work with Land Use and Natural Resources Planners, Land Use Attorneys, and GIS Analysts.</p>

Note: Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.

Position Essential Functions

Performs research and analysis of transportation regulations and processes consistent with federal MPO requirements. Conducts planning work consistent with Oregon's Transportation Planning Rule (TPR) and local policies and regulations. Prepares necessary staff reports.

Serves as team or project member on transportation planning projects related to a specialized area such as specific aspects of MPO long-range planning (examples include transportation equity, electric vehicle (EV) planning, greenhouse gas and climate change adaptation, etc.), transit planning and implementation, infrastructure feasibility and facility planning.

Performs research and technical assistance by collecting, analyzing, interpreting, and summarizing information, using research methods including literature review and surveying.

Participates in the work of committees related to specialized planning projects.

Prepares or supports written and oral reports requiring skills in research and analysis of statistical data, field studies, surveys, and maps.

Understands the use of GIS information in transportation planning. Prepares GIS graphics and maps for written reports and presentations.

Presents reports to elected and appointed officials, staff, committees, and work groups, as needed.

Researches, analyzes, and evaluates legislation and federal, state, and local policies affecting planning activities; presents findings in oral and written reports and presentations.

May participate in regional planning and small city planning within Lane County and in other Counties.

Performs research and provides technical assistance by collecting, analyzing, interpreting, and summarizing information. Conducts economic and statistical analyses (cost-benefit, regression, descriptive statistics); analysis of trends (demographic, economic, environmental, regional); projections (employment,

population, school enrollment); and evaluation (policy, process, project, program).

Facilitates or supports interagency and intergovernmental coordination and cooperation on specialized planning projects.

Gathers field data and conducts site analyses as needed; creates computerized models for planning and compliance purposes.

May develop and maintain spreadsheets containing many types of expenses and formulas for allocation; allocates costs to proper accounts.

Creates, updates, and maintains web pages and web sites of organization, projects, and programs.

Regular and on-time attendance.

Other Duties of Position

Plans and conducts special assignments as directed by the manager

Performs other duties as assigned.

Commitment to working effectively and collaboratively with colleagues, members of the public, clients, and others from diverse backgrounds, in support of an inclusive and respectful environment.

Minimum Qualifications

Education and Experience:

Bachelor's degree in urban planning, land use, natural resources, environmental science, or transportation planning, and three years of related experience, or any combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Familiarity with Metropolitan Planning Organization operations and familiarity with the Oregon transportation planning and operations environments preferred, and an ability and willingness to remain informed required.

Education and/or experience with transportation planning.

Other:

GIS skills preferred, including experience and familiarity with various GIS data and software.

Familiarity with the Oregon land use planning and operations environment desired.

Must work well in collaborative teams within LCOG and with local agency partners.

Must be adaptive and work well within a range of team and leadership frameworks.

Must write well, including preparation of web pages, planning documents, and presentations.

Knowledge and experience with Microsoft Excel, Access, Word, and other software required.

Knowledge, Skills & Abilities

Excellent written and oral communication skills.

Ability to think creatively and respond to a changing environment.

Organized and able to manage time wisely.

Cooperative and collaborative attitude.

Ability to establish and maintain effective working relationships.

Ability to work independently and as a member of a team.

Ability to organize, plan, and coordinate multiple tasks with attention to detail; handle multiple interruptions, maintain focus on tasks and produce accurate work.

Signatures

Employee signature and
date_____

Manager signature and
date_____

Human Resources signature and
date_____

3/2024