



POB 383 / Dover, DE 19903 / <http://www.doverkentmpo.org> / (302) 387-6030 FAX: (302) 387-6032

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### **Planner I /Principal Planner: Position Description**

**General Description:** A Principal Planner is responsible for performing a variety of project management and/or supervisory functions for the organization, as required. This is a professional position in transportation planning. An employee in this position should have the ability to collect, organize, and analyze data required in the development of transportation plans and programs, comprehensive plans or special projects.

#### **General Research and Planning Duties:**

- Compile statistical data in such areas as demographics, transportation funding, travel trends and land use.
- Conduct research to secure a variety of economic and statistical data to make projections for long-range plans.
- Utilize census data to identify trends and develop forecasts.
- Analyze and assess data, problems, and issues and their impact on programs, plans or the current environment.
- Define and evaluate alternatives to address research/study problems.
- Develop and recommend a course of action for public and private decisions in formal plans and policies, including policy statements, budget allocations, regulations and/or legislation to affect and facilitate change and reach objectives.
- Build consensus with community leaders, advocates, and other affected parties via negotiation, mediation, and facilitation.
- Involve and educate special citizens and public officials via seminars, workshops, conferences, newsletters, assessments, and analytical reports.
- Coordinate planning activities and policies throughout the MPO region and with other MPOs, as appropriate.
- Present reports and data at MPO and public meetings.
- Represent the MPO at meetings, conferences, and workshops as requested.
- Must be able to work well in a small team environment.
- Participation in general agency operations as requested.
- Availability to attend evening meetings, as needed.
- Special projects as assigned.

#### **Specific Duties:**

- Manage and prepare the Transportation Improvement Program.
- Coordinate efforts to identify appropriate travel demand analysis zone boundaries based on the local transportation system, population, and employment.
- Assist state government with updating land use data in the travel demand model.
- Assist county, local, and state governments with research projects and funding applications.
- Conduct research of land use, population density and trends, economic and social factors, transportation facilities and natural resources.
- Manage MPO in-house and consultant projects as outline in the annual UPWP.
- Project prioritization utilizing approved methodology.
- Mentor intern and other staff as assigned.

**Required Knowledge, Skills, and Education:** The successful candidate must have a working knowledge of general principles and practices of transportation planning, including, but not limited to analysis of transportation modeling results, transportation system management strategies, land use planning, and zoning, with excellent oral and written communication skills, and a knowledge of basic research techniques and methods. Computer skills should include experience with Microsoft Word, Excel, Access, PowerPoint. Experience with GIS, QCAD and a variety of web applications is also desired. Strong interpersonal skills, the ability to relate effectively to others individually and in groups on a technical or non-technical level are needed.



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Master's degree from a regionally accredited college or university in planning, geography, public policy, civil engineering, environmental studies or related discipline, and five years recent planning experience in a similar position, or an appropriate combination to demonstrate the applicant's ability to perform the job duties. Possession of AICP is desired.