

Job Summary

The MPO Planner/Coordinator is a senior-level professional responsible for managing the operations and compliance of the Valdosta-Lowndes Metropolitan Planning Organization (MPO). The position also oversees transportation planning activities under the Georgia Department of Transportation's 5303 and 5304 funding programs. This role involves high-level planning, administration, and coordination duties requiring expertise in transportation planning, stakeholder engagement, regulatory compliance, budgeting, and grant management. The MPO Planner/Coordinator works under the direction of the Transportation & VLMPO Director and supervises support staff and consultants to deliver federally and state-mandated transportation planning deliverables.

Job Duties and Responsibilities (major duties)

- Manage the daily operations of the Valdosta-Lowndes MPO, ensuring all federal and state regulatory requirements are met under 23 CFR 450 and GDOT guidelines.
- Administer and oversee GDOT 5303 and 5304 programs including grant applications, reporting, compliance tracking, and reimbursement processes.
- Lead the development and periodic updates of key MPO planning documents including: Unified Planning Work Program (UPWP), Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Public Participation Plan, Annual List of Obligated Projects, Performance-Based Planning Reports.
- Coordinate and facilitate MPO Policy Committee, Technical Advisory Committee, and Citizens Advisory Committee meetings. Prepare agendas, presentations, and reports.
- Act as the primary liaison between the SGRC, GDOT, FHWA, FTA, and member local governments. Maintain cooperative and continuous planning communication among federal, state, and local partners.
- Design and implement public involvement strategies to engage diverse stakeholders in the transportation planning process in compliance with Title VI and EJ requirements.
- Develop and manage MPO program budgets and work closely with SGRC finance staff to track expenditures, produce financial reports, and ensure proper grant fund utilization.
- Support travel demand modeling coordination, GIS analysis, and data management. Review traffic and planning studies, environmental documents, and other transportation technical materials.
- Manage consultant-led transportation planning studies and corridor assessments funded under GDOT programs.
- Collaborate with land use planners to ensure integration of transportation and comprehensive planning efforts.

Knowledge, Skills and Abilities Required

- Strong knowledge of MPO planning regulations, federal/state transportation funding, and planning processes.
- Familiarity with GDOT 5303 and 5304 grant requirements.
- Proficiency in technical writing and production of public-facing planning documents.
- Ability to manage complex planning projects, staff, and consultants.
- Excellent communication and public presentation skills.
- Competence in GIS and transportation modeling tools preferred.
- Experience in local/regional government planning and policy coordination.
- Understanding of environmental review and impact analysis processes.

Minimum Qualifications

- Master's Degree in Urban/Regional Planning, Public Administration, Geography, Transportation Engineering, or a closely related field. Candidates who have recently completed a graduate program (MPA, MBA, etc.) and demonstrate a strong interest in transportation planning or public sector management are encouraged to apply. Relevant internships, academic research, or project work may be considered in lieu of professional experience.
- A Bachelor's degree in a related field with applicable experience will also be considered.

Preferred Qualifications

- AICP Certification or the ability to obtain it within one year.
- Prior experience in MPO coordination and transit/transportation program administration.
- Experience/knowledge with grant writing.
- Project management and consultant management experience is highly desirable.
- Experience with E-Trips, ArcGis, FHWA/FTA reporting tools.

Supervisory Controls

This position reports directly to the Transportation and VLMPO Director. Provides leadership to transportation planning support staff and contracted consultants.

Contacts

Contacts are typically co-workers, representatives of other government agencies, auditors, service providers, and the general public.

Contacts are typically to give or exchange information, provide services, and resolve problems.

Work Environment/Physical Demands

The work is typically performed in an office. The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

Position Details

☒ Full-Time ☐ Part-Time ☐ Intern ☐ Contractor
☒ Exempt ☐ Non-Exempt

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm

Equal Opportunity/Affirmative Action

The Southern Georgia Regional Commission is an Equal Opportunity/Affirmative Action employer. We provide equal employment opportunities without regard to race, color religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable federal, state or local law.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities. All information contained herein is merely an attempt by the Southern Georgia Regional Commission to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee Signature

Date

Supervisor Signature

Date