

Transportation Planning Technician

The Southern Georgia Regional Commission is seeking a qualified candidate for the position of Transportation Planning Technician. This position involves interaction with local governments throughout an 18-county region. The SGRC is a regional planning and intergovernmental coordination agency providing services in transportation, environmental, and local community planning; workforce training; aging services; GIS mapping; small business loans; and community and economic development. Position is responsible for assisting Regional Transportation Planners and other staff with assistance to member local governments in transportation planning and other regional planning activities.

Major Duties:

Candidate will be assisting regional planners in carrying out the following duties among other tasks that may be assigned.

- This position will assist with a team effort to develop reports/analyses on topics related to development of a regional public transit plan, electric vehicle infrastructure strategies, public engagement and outreach, or other plans and reports.
 - Past example projects completed by individuals in this position include state and national award-winning reports and studies on: Complete Streets Report, Public Participation Plan, Transportation Demand Management, School Area Crash Analysis, among others.
- Assists other planners with transportation and comprehensive planning projects as requested
 - Examples: Land Use Plans, Bicycle Pedestrian Plans, Vehicle Crash Analysis, Public Transit Plans, Water Quality Programs, etc.
- Maintains the transportation project database and filing system
- Performs administrative duties (filing, answering phones, etc.) and other tasks as requested

Knowledge and Skills:

A successful candidate will present excellent ability and use of the following knowledge and skills:

- Knowledge of research processes and statistical analysis and interpretation
- Skill in conducting related research

An Equal Opportunity Employer/Program

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<http://www.sgrc.us>

- Skill in operating a personal computer and common software programs
- Skill in operating standard office equipment
- Skill in oral and written communication and interpersonal relations

SUPERVISORY CONTROLS: The Planning and Transportation Director assigns work in terms of general instructions and provides guidance as necessary. The supervisor reviews completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include various local government Comprehensive Plans, Unified Land Development Codes, Department of Community Affairs Minimum Standards for Comprehensive Planning, and other applicable state and federal codes and laws. These guidelines require judgment, selection, and interpretation in application of relevant contracts, and SGRC/Valdosta-Lowndes Metropolitan Planning Organization procedures, roles and responsibilities.

COMPLEXITY: The work consists of varied duties in planning, coordination, and administration. The volume of work contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this assignment is to provide professional planning support for member governments and assist with other transportation and land use planning activities. Successful performance contributes to an improved quality of life for area residents within the region and compliance with applicable laws and regulations.

PERSONAL CONTACTS: Contacts are typically with co-workers, representatives of member governments, relevant state and federal agency officials, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

Preferred Qualifications

- Possession of a Bachelor's Degree from a field of study related to regional planning (sociology, psychology, civil engineering, public administration, planning, rural studies, business, etc.).

Successful candidate must have excellent ability to produce written narrative, be a self-starter, and be willing to work in teams. Candidate should have excellent computer skills, including those needed for social media networking. Successful

candidate should be familiar with the SGRC programs and our transportation activities found on our website at www.sgrc.us.

This position will be based in our Valdosta office. This position is a full-time (37.5 hours/week) position. Starting salary range is \$35,000 – \$37,500 dependent upon experience. Candidates should submit cover letter, resume and references to: Elizabeth Backe, SGRC, via email at ebacke@sgrc.us. Driver's License, MVR, background check and drug test required. EOE. Resumes will be accepted until position is filled.