

JOB DESCRIPTION

TITLE: Transportation Planner

CATEGORY: Full-Time Professional

SALARY RANGE: \$65,000-80,000 annually, commensurate with experience

Description

The Merrimack Valley Planning Commission (MVPC) is seeking an enthusiastic and motivated transportation planner to join our team, which is committed to improving mobility and safety, while supporting economic and environmental sustainability, promoting equity, and increasing livability for all. The ideal candidate must have a background in planning and excellent verbal and written communication skills.

MVPC is the regional planning agency for 15 communities located in northeast Massachusetts. Our dynamic team provides planning assistance in the areas of community and economic development, land use, environment, and transportation, as well as providing GIS and information technology assistance. The MVPC transportation department serves as the staff for the Merrimack Valley Metropolitan Planning Organization and manages the federal transportation funding process for the region.

DUTIES AND RESPONSIBILITIES:

ESSENTIAL FUNCTIONS: Provide technical planning support for the Merrimack Valley Planning Commission, which serves as the transportation staff for the Merrimack Valley Metropolitan Planning Organization (MVMPO). Work in cooperation with the Massachusetts Department of Transportation (MassDOT), the Merrimack Valley Regional Transportation Authority (MVRTA), the 15 cities and towns in the Merrimack Valley MPO region, and other local, state, and federal transportation-related entities.

Key responsibilities are as follows:

- Manage and produce the Transportation Improvement Program (TIP)
- Engage the public in the TIP development process and ensure a transparent and inclusive process that complies with regulations.
- Obtain, analyze and manage data related to transportation performance metrics and trends.
- Contribute to the creation of other MPO planning documents, including drafting text, tables, and visualizations.
- Participate in transportation-related technical committees, advisory committees, community engagement events, working groups, and task forces, as appropriate.

REQUIRED SKILLS

- Communicate effectively, verbally, and in writing, with strong public speaking and presentation skills. Ability to engage with a variety of audiences.
- Create engaging presentations and materials for public viewing.
- Ability to work cooperatively and independently.
- Quantitative and qualitative analytical skills, including proficiency in working with and maintaining spreadsheets.
- Proficient in Microsoft Office 365 Suite software platforms.
- Microsoft Teams and Microsoft Planner
- Managing projects, time, and project load appropriately

MINIMUM QUALIFICATIONS**EDUCATION AND EXPERIENCE**

- Seven years of full-time or equivalent part-time, professional experience in a relevant field, including urban or regional planning, transportation planning, or public policy.
- A bachelor's degree in any of the above relevant areas plus 3-5 years of relevant professional experience.
- A master's degree in any of the above relevant areas plus 1-3 years of relevant professional experience.

KNOWLEDGE OF THE FOLLOWING IS DESIRABLE BUT NOT REQUIRED:

- Metropolitan planning organization processes and practices
- Spanish language proficiency
- Familiarity with ESRI ArcGIS software platform
- Adobe Creative Suite

LICENSES, CERTIFICATIONS, AND EQUIPMENT

- A valid driver's license is required

MVPC is an equal opportunity employer and encourages all qualified persons to apply. Please send your resume and cover letter to Jobs@mvpc.org.