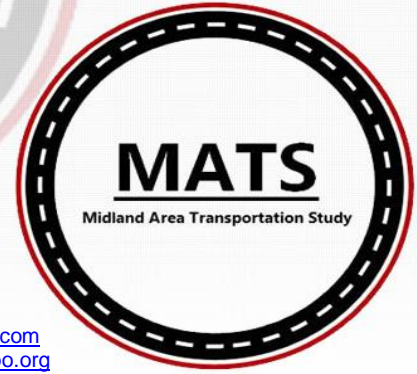


## Metropolitan Planning Organization

# Midland Area Transportation Study

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## Transportation Planner – Midland, MI

Midland Area Transportation Study (MATS) is seeking a full-time Planner to assist in management of Midland Metropolitan Planning Organization (MPO) with principal responsibility for transportation planning, technical and administrative tasks.

Bachelor's degree in urban planning, engineering, public administration, or related field is required. Two or more years of progressively responsible experience in transportation planning with either public or private agency required. Effective verbal and written communication skills, good knowledge of Microsoft Office software, Squarespace and ArcGIS. Well versed in transportation planning as well as general planning techniques, processes and practices. Well organized and able to coordinate multiple priorities.

### General Summary

Carries out multi-jurisdictional planning, technical and organizational activities for the Midland Area Transportation Study (MATS) as outlined in the annual Unified Work Program (UWP), under the guidance of MATS Director. Assists in preparation of various documents and reports required to maintain certified transportation planning process for the Midland MPO. Responsible for the collection, tabulation and analysis of data in support of planning tasks, as well as development of various maps and graphics. Responsible for updating MATS website. Works with public officials, local units of government, other professional planners and public.

### Typical Duties

List below is not intended to be an exhaustive list of all responsibilities. MATS Policy Committee or MATS Director may assign other duties as necessary to fulfill the requirements of this position.

1. Performs professional planning activities (including research, analysis, technical writing) in the preparation of various MPO-related documents and reports (including Metropolitan Transportation Plan, Transportation Improvement Program, Unified Work Program, Non-Motorized Plan, Annual Obligation Report).
2. Acts as MATS liaison with federal, state and local agencies.
3. Programs and coordinates transportation improvement projects within MATS area and performs tasks related to the Environmental Justice compliance.
4. Conducts Asset Management annual road surface condition ratings, coordinates with local agencies regarding HPMS and Traffic Count Programs within MATS area. Assists MDOT regarding Great Lakes Bay Region Travel Demand Model.
5. Develops project-related maps and other graphics using GIS and/or other software programs. Performs mapping of existing and proposed transportation infrastructure.
6. Performs technical analysis; collects, tabulates and analyses data. Develops procedures for data formatting and illustration.

7. Conducts qualitative and quantitative research related to specific planning topics. Systematically analyzes and summarizes findings, prepares draft reports.
8. Participates in MPO-related meetings, prepares meeting minutes, various other administrative duties. Responsible for maintaining MATS website and public outreach.

#### Required Knowledge, Skills and Abilities

1. Bachelor's degree in urban planning, transportation, engineering or closely related field – geography, resource management, public administration, etc.
2. Two or more years of progressively responsible experience in transportation planning with either public or private agency.
3. Good knowledge of urban and regional planning and programming principles and practices, including knowledge of reports and procedures related to short- and long-range planning by Metropolitan Planning Organization.
4. Knowledge of federal, state and local laws and regulations dealing with transportation planning and related matters; understanding of FHWA, FTA and MDOT policies relating to planning process.
5. Ability to compile, analyze and present statistical and technical data and make planning recommendations. Ability to keep accurate records and to prepare analytical reports.
6. Effective (clear and concise) verbal and written communication skills, ability and experience dealing with officials and public.
7. Ability to utilize computer hardware and software programs, including Microsoft Office, Roadsoft, Squarespace and ESRI's ArcGIS software. Proficiency in using above software to analyze planning issues, oversee/edit website and develop various maps and other graphics.
8. Adept at working independent, with the ability to collaborate with a variety of individuals.
9. Highly organized and detail-oriented with the aptitude to simultaneously multi-task a variety of projects and reports in different stages.
10. Ability to demonstrate initiative and resourcefulness in analyzing and solving assigned problems and work tasks; ability to manage projects effectively and meet firm deadlines.
11. Valid Michigan driver's license required, ability for occasional travel.

#### Compensation Package

At-Will Employee. Full-time position (40 hours per week); compensation based upon qualifications, ranging from \$45,000 to \$60,000 per year. Work beyond 40 hours per week may be required occasionally paid at time-and-half rate.

Benefits package - Paid Holidays (same as County of Midland, 14 days per year) and 3 weeks per year (15 days) Paid Leave (vacation/sick time/other) with maximum 5 days carry-over per year. SEP IRA retirement benefits provided by MATS after 3 years of employment.

Health/long-term disability/life insurance benefits up to \$8,000 per year – employee must carry reasonable health insurance/long term disability insurance. Additional benefits may be purchased as requested, if approved by Administrative Sub-Committee and Policy Committee, but not to exceed benefit cap of \$8,000 annually. Short-term disability protection plan provided by MATS (in case of documented injury or illness; waiting period 5 working days, 100% of base pay, maximum time of 15 working days).

Probationary Period of 3 Months, Employee Evaluation at 6 months intervals by MATS Director. Mileage during work hours reimbursed at 67 cents per mile during 2024, adjusted thereafter in tandem with the IRS standard mileage rate.

#### Application for Position

Resumes must be submitted to MATS at 220 W. Ellsworth Street, Suite 326, Midland, MI 48640, or via e-mail to [majab@midlandmpo.org](mailto:majab@midlandmpo.org) Position open until filled.