



## **PLANNER**

### **POSITION OVERVIEW**

Innovation, collaboration, inclusivity, and proactivity are highly valued at COMPASS. The Planner will have a key role as part of the team developing COMPASS' regional long-range plan, *Communities in Motion* (CIM). CIM looks 20+ years into the future to help ensure the system of roads, bridges, and transportation services in Ada and Canyon counties are ready to support a healthy and vibrant region. CIM focuses on integrating four transportation components (bicycle/pedestrian, freight, public transportation, and roadways) so they work together to form a complete, efficient transportation system. The Planner will likely have a specific focus on one of these components at certain periods but should expect to contribute to planning efforts around all components at various times throughout the regional long range planning cycle. The Planner may also work across several other planning disciplines, including but not limited to, congestion management, corridor/small area studies, and economic/community development.

Depending on skills and experience, the Planner may provide support to other Planners, may exercise a substantial degree of independent judgment in the role, may be assigned project management responsibility for the design and implementation of specific programs identified in the Unified Planning Work Program (UPWP), and/or may be responsible for facilitation of one or more COMPASS Workgroups.

### **EXAMPLES OF WORK**

- Engage in regular interaction with and outreach to member agencies and other stakeholders
- Analyze complex data and present findings and conclusions to the COMPASS Board, workgroups, and the public in a comprehensive manner
- Facilitate workgroup meetings
- Collaborate in the integration of the transportation system components
- Develop planning-level cost estimates for transportation components of the regional long-range transportation plan
- Identify long-term public transportation needs and services and develop criteria for public transportation service prioritization
- Analyze freight data and identify freight-related needs
- Compile and analyze data for population and demographic estimates
- Track, evaluate and report on development activity in the region using building permit data from city and county jurisdictions
- Collect and evaluate data to report on the region's progress toward achieving CIM goals

- Compile data for prioritization of regional long-range transportation plan projects
- Develop travel demand management strategies
- Manage planning projects, including consultant-led studies or plans
- Comply with federal and state transportation planning and MPO regulations and requirements
- Perform basic applications using the agency's geographic information system
- Perform other duties as assigned

### **REQUIRED KNOWLEDGE, EXPERIENCE AND TRAINING**

- Well-versed in the principles of transportation planning, land use and demographic data, and public transportation operations and performance
- Ability to work collaboratively and develop working relationships across the organization and with member agencies; lead and participate on teams
- Attention to detail
- Professional communication skills, both verbal and written
- Ability to write for a specific audience and select most effective communication medium, and ability to edit engaging content for a variety of communication platforms
- Possesses graphic skills sufficient to clearly convey information to elected officials and citizens
- Ability to meet demanding and competing deadlines, and handle reprioritized tasks on occasionally short notice
- Ability to formulate and implement research and analytical methods
- Ability to understand project needs, create strategies based on general problem statements, and interact with management, planners and other staff
- Ability to respond to inquiries in a professional and positive manner and to present a professional image to the public
- Ability to perform advanced skills in computer software including word processing, spreadsheets, database and graphics, as well as the ability to learn new computer applications
- Eagerness to enhance technical and personal skills.
- Direct experience with public transportation planning a plus, but not required
- A Bachelor's degree with specialization in planning, public administration, engineering, or related fields
- AICP certification through the American Planning Association (APA) preferred, or ability to become certified within three years

### **SPECIAL REQUIREMENTS**

- Must be available for periodic evening and weekend events and meetings
- Must be able to successfully pass a background check process which includes reference and criminal history checks
- Must be able to obtain a valid Idaho driver's license

### **WORKING CONDITIONS**

The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally lifting/carrying up to twenty pounds.
- Occasionally pushing/pulling up to twenty pounds.
- Work includes sensory ability to speak and hear; also includes close and distance vision
- Requires hand/finger dexterity
- Employees will sit, stand and walk
- Work environment includes inside conditions
- Employees may drive a vehicle as part of this position, in various weather and road conditions

### **CLASSIFICATION**

This is a full-time position. Depending on skills, experience, and education, the Planner may be classified at an Assistant level (non-exempt) or Associate or Principal level (exempt).

### **SALARY RANGE**

Hiring ranges:

Assistant Planner: \$47,000 to \$51,700, plus comprehensive benefits

Associate Planner: \$54,000 to \$60,750, plus comprehensive benefits

Principal Planner: \$70,000 to \$78,750, plus comprehensive benefits

Starting salary is dependent on job classification, skills, experience and education.

### **HOW TO APPLY**

Submit resume, cover letter and salary history/requirements electronically to Megan Larsen at [mlarsen@compassidaho.org](mailto:mlarsen@compassidaho.org).

The position is open until filled.

*In compliance with Title 65, Chapter 5 of the Idaho Code, preference will be given to veteran's preference eligible applicants.*

*COMPASS reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.*