Fresno Council of Governments

2035 Tulare St., Ste. 201 tel 559-233-4148
Fresno, California 93721 fax 559-233-9645

www.fresnocog.org

JOB ANNOUNCEMENT
FULL-TIME

Senior Regional Planner ($61,963 - $92,014)
Associate Regional Planner ($50,981 - $71,739)
Assistant Regional Planner ($41,912 - $58,968)

PLUS BENEFIT PACKAGE
Candidates may be hired at any level depending on qualifications.

FINAL FILING DEADLINE: Open until filled

The Fresno Council of Governments (Fresno COG) is the Metropolitan Planning Organization (MPO) for Fresno County, California. Fresno COG has an immediate opening for a full-time professional level Regional Transportation Planner specializing in transportation project programming and monitoring of transportation projects funded by Fresno COG, state and federal funds and support and assistance to project sponsors, consultants, the public and its 16 member agencies. Position may be filled at either level, dependent upon qualifications. Under general supervision coordinates transportation projects and programs with a variety of assignments related to research, programming, planning and evaluation.

THE POSITION

The Regional Planner is responsible for assisting in the implementation of the region's transportation programs and projects. In addition, the Regional Planner will perform routine transportation planning duties. Preferably, candidates should have a minimum of three years of increasingly responsible professional experience in transportation and/or land use planning as well as working knowledge of grant writing or the equivalent. Candidates must be able to communicate effectively with technical staff, policy makers, and the general public, including the ability to give effective public presentations at committee, board and public meetings. The positon also calls for an ability to provide critical analysis of various public policy matters associated with the integration of transportation and land use planning. The selected candidate will be required to participate in activities related to the development of the Regional Transportation Plan, the Federal Transportation Improvement Program, the Regional Transportation Improvement Program, and the Sustainable Communities Strategies, as well as other related projects and programs. This position requires the candidate to analyze detailed transportation program and project information for consistency with federal and state requirements; maintain large and complex databases and maintain tight deadlines. The position requires collaboration and coordination with partner agencies and as such, the candidate must have excellent interpersonal skills and effective verbal and written communication skills. Candidates must be able to work with considerable independence to perform complex assignments while demonstrating a high-level of initiative, judgement and foresight. The position requires strong organizational skills and undertaking multiple tasks.

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of principles, practices and trends of transportation planning

- Strong analytical skills and comfortable with compiling and analyzing data for tracking, monitoring, and reconciling project details including mathematical computations.
- Tactfully and courteously provide information to the public on transportation programs and sensitive transportation planning matters
- Can understand complex legal, regulatory and/or technical concepts and guidance and can convey them to policy makers, technical audiences and general audiences
- Represent the Fresno COG at transportation functions and meetings
- Ability to use tact, initiative, and prudence within general policy, procedural, and legal guidelines.
- Is organized, plans their day, week, and month, sets priorities, and anticipates critical time deadlines with minimal supervision.
- Follow oral and written instructions
- For some projects, perform fieldwork with some lifting
- Assist in grant writing
- Assist with implementation of projects, programs and contracts.
- May require travel

IDEAL CANDIDATE QUALITIES

- Is a learner, able to interpret regulations, improve their presentation of complex concepts and data, and further develop their analytical skills.
- Excellent interpersonal skills
- Effective verbal and written communication skills
- Excellent presentation and public speaking skills
- Strategic and creative thinker
- Adaptable and flexible worker
- Experience in administering contracts using State and Federal funds
- Knowledge of transit and public transportation planning principles
- Politically astute, with experience in dealing with elected officials, but not apolitical on the job.
- Experience in managing high priority projects
- Ability to interpret technical data and develop public policy
- Project Management experience is desirable
- Knowledgeable of accounting priniciples
- Proficiency in Microsoft Excel and Word

Desirable to have:

- Some professional administrative, planning, operational, or financial analysis experience.
- Advanced proficiency with Microsoft Excel, such as converting a range to a table, creating a pivot table, applying conditional formatting, converting text to columns, grouping and clearing groups, and creating and using a macro.
- Experience with Access database or other database knowledge.
- Some accounting experience or knowledge of accounting principles.
- Some knowledge of roadway planning/engineering/construction projects.
- Some knowledge of federal or state transportation or other public funding programs.

QUALIFICATIONS:

Education: Graduation from an accredited four-year college or university with a degree in City and Regional Planning, Urban Studies, Environmental Planning, Engineering, Finance, Public Policy, Public Administration, Geography or a related field. A Master's Degree is desirable.

Experience: A minimum of three years of current, progressive and verifiable professional experience in: transportation planning, policy analysis, transportation engineering, or another field related to the position, preferable in a public agency.

SPECIAL REQUIREMENTS:
A valid California Class C Driver's License is required for this position or must be able to provide suitable transportation approved by the Executive Director. Be able to lift up to 30 lbs.

BENEFITS:
Candidates may be hired at the Assistant, Associate or Senior level depending on qualifications. The position offers the opportunity to gain broad experience and to take on progressively greater responsibility with added compensation based on merit and performance.

Fresno COG offers a very competitive benefits program which includes medical, dental and vision benefits. Fresno COG contributes to a 401A program.

METHOD OF EVALUATION:
Resumes will be evaluated and those applicants deemed qualified will be contacted for an interview.

HOW TO APPLY:
Submit a cover letter with a detailed resume, contact information (include email address for contact if possible) and references to:

Tony Boren, Executive Director
Fresno Council of Governments
2035 Tulare St., Suite 201
Fresno, CA 93721
559 233-4148 Ext. 204
Or email to tboren@fresnocog.org

See the Fresno COG Website for more information: www.fresnocog.org

Deadline:
This position will remain open until filled. Materials submitted become the property of Fresno COG and will not be returned.
For assistance or if you require an accommodation, please call **(559) 233-4148**. Office hours are 7:30 a.m. - 5:30 p.m., Monday – Thursday and 7:30 a.m.-4:30 p.m., Friday.