

Transportation Planner

Salary Range: \$33,000 - \$38,000

Lincoln Trail Area Development District is seeking a motivated and dynamic individual to serve as Transportation Planner providing direct support and coordination of Regional Transportation Planning and Highway Safety programs. Position requires a Master's degree in Planning, Engineering, Public Administration, Political Science (with emphasis in transportation), or related field; and at least one-year related experience. A Bachelor's degree in one of the above fields combined with three years of related experience is acceptable.

Areas of work concentration include assistance to and maintenance of a Regional Transportation Committee, coordination of the Regional Transportation Planning process, planning and implementation of Regional Transportation and Highway Safety programs, provide technical assistance in the areas of data collection, report formulation and analysis, and provide assistance with research and grant writing. Knowledge of GIS is a plus.

Planner will develop Public Involvement Plan annually, knowledge of strategic planning and public engagement process is key to supporting communities. The region is best served with a detail-oriented individual that is prepared to use proficient organizational skills in the development of Work Plan Elements. Aptitude in relationship building is imperative, aiding in efficient communication across all coordinating planning agencies and local elected officials.

Forward resume, work history, and three references to jobapplicant@LTADD.org with subject: **Transportation Planner**. Or mail to Executive Director, LTADD, P.O. Box 604, Elizabethtown, Kentucky 42702. Please refer to www.LTADD.org for further position information. Deadline July 29, 2019. EOE/AA/ADA.

TRANSPORTATION PLANNER

Position Overview:

This position is a part of the Community Development Section and is under the direction of the Executive Director and the Associate Director of Community Development. This position requires knowledge of the principles and practices of public transportation planning. Organizational and analytical skills are a necessity.

This position functions as direct support and coordination of LTADD regional transportation planning activities. The specific areas of work concentration will be to serve as an advisor and a technician to the LTADD regional transportation committee and other transportation related programs.

Duties & Responsibilities:

- Responsible for coordinating and implementing local projects and programs as per the Kentucky Transportation Cabinet - Annual Work Program.
- Responsible for the preparation and submission of all required reports per the Kentucky Transportation Cabinet - Annual Work Program.
- Responsible for conducting and coordinating the various components of the statewide transportation planning process within the District.
- Research, locate, and collect regional data on a variety of transportation topics; and, analyze, report and forecast regional statistics and trends, as requested.
- Responsible for the development and preparation of a Regional Transportation Plan. The plan will also include the long and short range transportation improvements in the district; an analysis of socioeconomic, traffic, and accident data; identification of major highway corridors, general aviation and commercial airports, navigable waterways, rail service; and, public transportation service in the district.
- Responsible for the development and update of a Regional - Major Traffic Generators report; including, schools, traffic counts, and the identification of major highway corridors in the district.
- Responsible for the development and update of a Regional Transportation Directory; including, the addition of local bikeways and designated park-and-ride lots.
- Provide local and regional transportation assistance when requested by local officials or other interest groups; and, as requested, assist local communities and their planning agencies in analyzing local transportation planning needs.
- Facilitate and conduct quarterly meetings of the LTADD Regional Transportation Committee; and, as requested, individual county transportation committees. May include additional meetings as deemed appropriate.
- Responsible for the coordination of the Intergovernmental Review Process, to ensure proper and timely flow of information between the agency and the State Clearinghouse.

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- Advise and facilitate the Environmental Advisory and Urban Services committee meetings, through the provision of technical assistance and information for various physical and infrastructure development projects.
- Attend Fiscal Court, City Council, statewide transportation planning meetings; and, other pertinent transportation meetings as requested.
- Responsible for the timely preparation and submission of all required reports.
- Complete other projects and duties as assigned by the Executive Director.

Education & Experience:

Master's Degree from an accredited university in Planning, Engineering, Public Administration, Political Science, (with emphasis in transportation) or related field; and, at least one (1) year related experience. A Bachelor's Degree in one of the above fields, combined with three (3) years of related experience may also be accepted.

General Qualifications:

- Must have proven computer literacy/skills and experience in computer aided drafting programs; and, knowledge of secondary data sources and uses.
- Must be able to establish and maintain effective working relationships with LTADD Board members, City and County government officials as well as other governmental officials.
- Must be a motivated self-starter; able to skillfully organize, plan and implement multiple projects and tasks.
- Must demonstrate proficient verbal and written communication skills.
- Must display sound judgment, perform under stressful conditions, and make timely and accurate decisions.
- Must be able to act as an ambassador for LTADD at functions; create concise, professional reports; and, be an effective public speaker.
- Must hold a valid Kentucky Drivers License.
- LTADD is a drug free work place and an EOE, AA, ADA, Title VI employer. This position may require skills testing and criminal background screening.

Work Site:

Primarily in the office behind a desk however the occasional attendance of overnight meetings may be warranted.

Work Place Hazards:

No known hazards exist in the work place.