



# Regional Transportation Planner

South Bend, Indiana

Entry to Mid Level

## Job Description & Duties

The Michiana Area Council of Governments is seeking a bright and motivated individual to fill a full-time, permanent Regional Transportation Planner position. The position will play a critical role in the coordination and development of regional short-range transportation planning efforts. Primary responsibilities include:

- Coordinates the development of the Transportation Improvement Program (TIP) with representatives of transportation agencies, local stakeholders, and federal and state officials. Coordinates with INDOT staff on preparation of the Statewide Transportation Improvement Program (STIP);
- Maintains up-to-date records and provides updates on the status of TIP projects. Identifies problems associated with projects, especially those that cause schedule delays or cost overruns;
- Monitors the expenditure of federal transportation funds in the Metropolitan Planning Organization area and manages procedures for expenditure of federal funds in the region;
- Analyzes short-range transportation data and coordinates the development of regional performance measures and targets;
- Engages and coordinates with local, state and federal entities, as well as other stakeholders concerning air quality, congestion management, Intelligent Transportation Systems, traffic incident management;
- Responds to requests for technical assistance from local governments.

## Basic Qualifications

A Bachelor's Degree in geography, planning or a related field is required. The successful candidate possesses the ability to develop, implement and manage various programs; and is adept at public speaking. The position requires excellent written and verbal communication skills, as well as the ability to prepare and research technical reports. A comprehensive understanding of fiscal and financial budgeting and management is a plus. Strength in project management is important. The candidate must complete tasks with an eye for detail, on-time performance, and quality control. Proficiency in ArcGIS and GIS tools is necessary. Extra consideration will be given to candidates who are well-versed in Adobe Creative Cloud (Photoshop and InDesign) and Microsoft Access.

## Application Requirements

For more information, visit the MACOG website at [www.macog.com](http://www.macog.com). Send your resume, three references and one page writing sample to: [macogdir@macog.com](mailto:macogdir@macog.com) Attn: Regional Transportation Planner.

