



# Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903  
<http://www.doverkentmpo.org>

(302) 760-2713 FAX: (302) 739-6340

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## Transportation Planner II Position Description

**General Description:** This is a professional position in general transportation planning, with an emphasis on coordinating transportation and land use planning and conducting public outreach. An employee in this class should have the ability to collect, organize, and analyze data required in the development of transportation plans and programs, comprehensive plans or special projects, coordinate planning efforts between MPO member agencies and communicate transportation issues and results to the public. The person in this position is the key staff contact for the MPO's Public Advisory Committee (PAC).

### **General Planning and Research Duties:**

- Manage transportation studies conducted by the MPO or its consultant.
- Represent the MPO as a participant in transportation and land use studies conducted by MPO member governments.
- Assist with economic projections for long-range plans.
- Conduct research of land use, population density and trends, economic and social factors, transportation facilities, and natural resources.
- Assess transportation data, problems, issues and solutions and their social and environmental impacts.
- Coordinate planning activities and policies throughout the MPO region and with other MPOs.
- Help build consensus with community leaders, advocates, and other affected parties on transportation issues.
- Represent the MPO at meetings, conferences, and workshops as requested.
- Participate in general agency operations as requested.

### **General Public Outreach/PAC Support Duties**

- Present research findings at MPO and public meetings.
- Involve and educate citizens and public officials via seminars, workshops, conferences, newsletters, assessments, and analytical reports.
- Participate in Bike-to-Work or other bicycle/pedestrian promotion events.
- Attend all daytime and evening PAC meetings.
- Review PAC minutes.
- Work with the PAC Chairperson to develop agendas.
- Arrange for speakers and information needs for PAC meetings.
- Gather/prepare materials in a timely manner for all mailings to the PAC and public.
- Prepare a monthly report of PAC activities.
- Work with other MPO staff to arrange meeting locations.
- Work with MPO Council members to expedite new PAC member appointments.
- Help compile the MPO newsletter and annual report articles.

**Required Knowledge, Skills, and Abilities:** The successful candidate must have a working knowledge of general principles and practices of transportation planning, including, but not limited to analysis of transportation modeling results, transportation system management strategies, land use planning, and zoning, with excellent oral and written communication skills, and a knowledge of basic research techniques and methods. Computer skills should include experience familiarity with Microsoft Windows 2000 and Microsoft Office. Experience with Macromedia Contribute 3 would also be useful. Strong interpersonal skills, the ability to relate effectively to others individually and in groups on a technical or non-technical level are needed.

**Education and Experience:** The minimum requirements include a degree from a four-year college or university in a related field and three years of recent planning experience. Additional experience may be substituted for part of the education requirement, but only at the discretion of the Executive Director.



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*Salary Range:* \$32,000 - \$42,000