COMMUNITY PLANNER

Metroplan is seeking a full-time qualified planner to assist Central Arkansas cities with community planning efforts and to support the Long-Range Metropolitan Transportation Plan.

Metroplan is the Metropolitan Transportation Planning Organization (MPO) for Central Arkansas and is located in Little Rock, Arkansas. Metroplan acts as a voice of regionalism and has worked as the council of local governments and Metropolitan Planning Organization for central Arkansas since 1955.

Metroplan’s employee benefit package includes sick leave, annual leave, health, dental and life insurance. Metroplan also has a 457b pension plan for employee participation.

To apply for the open position, as outlined herein, please respond by email to ccovington@metroplan.org. Responses must include a resume and writing sample. The position will remain open until filled.
Job Description Summary
This position supports the Deputy Director/CARTS Study Director with implementation of federal MPO planning products. This position is chiefly responsible for assisting Metroplan member jurisdictions with community planning and development of ordinances that implement the long-range metropolitan transportation plan. This includes providing technical assistance to Metroplan member jurisdictions on planning issues. This position is expected to have experience with local governments and familiarity with local ordinances of various size community.

Other responsibilities include supporting short-range and long range planning efforts, data analysis, report writing and coordination with a variety of public entities and private sector stakeholders.

Major Duties and Responsibilities
The following are primary duties and responsibilities assigned:

Community Planning

1. Provide technical assistance as needed, including:
   a. Draft and modify regulations for local jurisdictions that implement the Regional Plan;
   b. Provide recommendations on development proposals based upon technical review;
   c. Attend city meetings as necessary.
2. Assist in formulating land development policy recommendations for Metroplan committees and board.

3. Organize workshops and training as appropriate for elected officials and staff.

4. To serve as a liaison to the Small Cities Council, this position work closely with the region’s smaller communities to achieve council goals. This position will be responsible for (1) maintaining participant roster; (2) preparing and disseminating all meeting notices; (3) preparing meeting minutes; and (4) preparing and presenting material for meetings.

**Transportation Planning**
The following are primary duties and responsibilities assigned for planning.

1. Assist in the development of short- and long-range plans in support of the MPO work program by:
   a. Drafting segments of the of the Long-Range Metropolitan Transportation Plan;
   b. Assisting in data collection and analysis for Metroplan publications;
   c. Drafting technical and policy recommendations related to performance-based planning;
   d. Preparing and reviewing memoranda, articles, executive summaries and technical reports;

2. Carry out other duties as assigned by the supervisor.

**Minor Duties and Responsibilities**
The following are duties and responsibilities assigned to all Metroplan Planning Staff:
1. Attend meetings and public outreach events sponsored by Metroplan.
2. Communication with the general public is required and after-hour events may be necessary.
3. Attend city council, planning commission meetings and other partnering agencies sponsored events on behalf of Metroplan (after-hour events may be required);
4. Other duties as assigned.

**Qualifications**
Minimum Qualifications:
Bachelor's degree in City Planning, Transportation, Public Administration, Urban Geography, or related field plus two (2) years working directly with local jurisdictions on local planning ordinances.
Preferred Qualifications:
Master's degree in City Planning, Transportation, Public Administration, Urban Geography, or related field, plus five (5) years of professional experience including working directly with local jurisdictions on local planning ordinances and AICP certification.

Knowledgeable in a broad range of urban, population, land use and transportation-related issues.

Previous employment in planning at local jurisdictions is desired and will be considered a premium when evaluating applicants.

Key Competencies

- Oversees projects as assigned from beginning to end.
- Ability to effectively organize and communicate through both oral and written reports.
- Strong critical thinking and problem-solving skills.
- Experience with project schedule development and tracking.
- Good interpersonal and customer service skills, with ability to establish collaboration.
- Ability to work well under pressure, in time-sensitive situations, and during regularly changing priorities.
- Well versed in project management and time management.
- Ability to accept new techniques and procedures quickly and integrate with daily job functions.
- Proficient in the use of Microsoft Office and other Windows-based software with excellent analytical and communication skills.
- Ability to work both independently and in a team environment.
- Skilled in public speaking.
- Skilled in communicating verbally and in writing using tact and diplomacy.
- Ability to communicate with external stakeholders, professionally representing the organization to customers, the public, government, and other entities.

Physical requirements
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently walks; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; climbs or balances; and stoops, crouches, and kneels.
- Occasionally lifts and/or moves objects up to 50 pounds.
- Specific vision abilities include close, color, peripheral, and the ability to adjust focus.
**Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Primarily indoors with occasional local travel required.
- Irregular hours of work may be required.

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Received: ________________________