

PLANNER

Public Engagement Emphasis

METROPLAN, the metropolitan planning organization (MPO) for the Little Rock-North Little Rock-Conway MSA, is seeking a highly motivated individual to fill an entry level planning position that will participate in a wide variety of regional planning projects. The applicant must 1) be knowledgeable in a broad range of urban, population, land use and transportation-related issues, and 2) possess the ability to effectively organize and communicate through both oral and written reports.

Job Duties

This position will include responsibilities for agency public engagement consisting of:

- a. Developing social media strategies and content;
- b. Planning of public outreach events;
- c. Developing presentations for use at public outreach events;
- d. Summarizing comments received as a result of public outreach, preparing draft responses to the public and agency correspondence; and
- e. Other duties necessary as part of agency public engagement.

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. Developing, updating, and editing short-range and long-range transportation technical reports, including annual reporting of progress towards regional targets;
 - c. Assisting in data collection and analysis for Metroplan publications and;
 - d. Drafting technical and policy recommendations related to performance based planning;
 - e. Preparing and reviewing memorandums, articles, executive summaries and technical reports;
2. Drafting and modification of regulations for local jurisdictions that implement the Regional Plan;
3. Conducting research and producing written reports on topics approved by the Metroplan Administration;
4. Developing presentations for use at public outreach events;
5. Assisting with research of and knowledge/awareness of current federal law regarding the transportation planning process; and
6. Carry out other duties as assigned by the Supervisor.

Qualifications

Minimum Qualifications:

Bachelor's degree in City Planning or related field. 6 Months of practical experience (internship included)

Preferred Qualifications:

Master's degree in City Planning or related field, three (3) years of professional experience, and AICP certification.

Salary Range

\$35,000-\$55,000, with excellent benefits. Salary is commensurate with qualification.

Please forward cover letter and resume to: Casey R. Covington, CARTS Study Director, METROPLAN, 501 West Markham, Suite B, Little Rock, AR 72201. Or e-mail: covington@metroplan.org. Position open until filled. EOE