

Metroplan is seeking a full-time qualified planner to conduct agency public outreach, oversee regional active transportation planning and implementation, and assist Central Arkansas cities with community planning efforts.

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](mailto:ccovington@metroplan.org). Responses must include a resume and writing sample. The position will remain open until filled.



<b>Job title</b>	<i>Planner (Public Outreach &amp; Active Transportation) APA Equivalent -- Planner I, Planner II (based on experience)</i>
<b>Employee</b>	<i>To be filled</i>
<b>Organization</b>	<i>Metroplan</i>
<b>Supervisor</b>	<i>CARTS Deputy Director</i>
<b>Supervisory</b>	<i>No direct report individuals</i>

Professional/Salaried Position: 5 Day 40 Hour Work Week  
*The job description will be updated upon the position being filled.*

**Job Description Summary**

This position participates in a wide variety of regional planning projects for the MPO with primary responsibilities including agency public outreach and advancement of active transportation modes. This position will also provide technical assistance to local jurisdictions on planning products, participating in the development, drafting of Metroplan planning products (the long-range metropolitan transportation plan, short-range plans and publications), and coordinating public outreach for the organization. This position is expected to develop, review and analyze data, write reports, and make presentations to public entities and private sector stakeholders.

**Major Duties and Responsibilities**

Public Engagement

This position will be responsible 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.

Active Transportation

This position will oversee agency programs for active transportation:

- a. Coordinate implementation of the regional bicycle/pedestrian plan;
- b. Assist local jurisdictions and serve as Metroplan’s contact for all bicycle, pedestrian, and micro-mobility projects, plans and programs for the region;

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- c. Advocate for the continued development of regional bicycle, pedestrian, and micro-mobility projects and program;
- d. Facilitate public engagement efforts to provide input on bicycle/pedestrian projects;
- e. Research, create and implement a method for collecting bicycle, pedestrian, and micro-mobility data;
- f. Coordinate and serve as Metroplan’s contract for planning applications between Metroplan and regional Transit providers.

### Planning

The following are 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 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. Facilitate or assist in facilitation of Regional Advisory Committees by: (1) maintaining participant rosters; (2) preparing and disseminating all meeting notices; (3) preparing meeting minutes as needed; and (4) drafting and publishing required legal notices.
3. Drafting and modifying regulations for local jurisdictions that implement the regional plan;
4. Conducting research and producing written reports on topics approved by the Metroplan administration;
5. Developing presentations for use at public outreach events;
6. Assisting with research and knowledge/awareness of current federal law regarding the transportation planning process;
7. Oversee the **Ozone Action Days** program;
8. 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 all 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. Work cooperatively with all Metroplan staff and comply with Metroplan’s protocols for utilizing products and services.
5. Other duties as assigned.

### **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.

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

### **Key Competencies**

- 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.
- Knowledge and skill in applying GIS (ESRI) products and software and analysis of spatial data preferred.

### **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.

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- 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.