



METROPLAN
SMART PLANNING MAKES SMART PLACES.

Job title	Community Planner <i>APA Equivalent -- Planner I, Planner II (based on experience)</i>
Organization	<i>Metroplan</i>
Supervisor	<i>Executive Director</i>
Salary Range	<i>\$45,000 – \$65,000</i>
Contact for Application Submissions	<i>Tammy Gillis, Human Resources</i> <i>tgillis@metroplan.org / 501-372-3300</i> <i>Daniel Holland, Transportation Improvement Program Manager</i> <i>dholland@metroplan.org / 501-372-3300</i>

Professional/Salaried Position: 5 Day, 40 Hour Work Week. **Flexible schedule available with supervisor approval.**

About Metroplan

Metroplan is a consortium of 38 leaders in local government, transportation, and economic development who are invested in a prosperous and sustainable future for Central Arkansans. Metroplan members and staff work together to influence positive growth in the region. Federally designated as Central Arkansas' Metropolitan Planning Organization (MPO), Metroplan guides multimodal transportation and quality community development through regional cooperation in transportation and urban planning. www.metroplan.org

What makes Metroplan a great place to work?

- Interesting, wide-ranging work that impacts quality of life in Central Arkansas
- Flexible schedule
- Work-life balance
- Generous annual and sick leave
- Retirement plan contributions
- Paid membership in applicable professional organizations
- Paid participation at approved regional and national conferences
- Supportive, smart, and fun team environment

Job Summary

The Community Planner will promote sustainable regional growth using Metroplan's multimodal transportation and land development goals found in our Long-Range Metropolitan Transportation Plan. This position will provide planning and technical assistance for our member jurisdictions through comprehensive plans, zoning and subdivision assistance, transportation studies, and various general planning activities. The Community Planner can expect interaction with staff, elected officials, citizen stakeholders, advocacy groups, consultant teams, partner organizations, and the community at large as they promote Metroplan's planning goals.

Other responsibilities will include supporting Metroplan's short- and long-range planning efforts, data analysis, report writing, project/grant support, and coordination with various public

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entities and private sector stakeholders. *Learn more about Metroplan's leadership, staff, goals, and planning products at www.metroplan.org*

To Apply

Please email your resume and a small portfolio to Daniel Holland, Transportation Improvement Program Manager, at dholland@metroplan.org. Your portfolio should include samples of your own work demonstrating your skills in the following:

- Writing (3 paragraphs minimum; cover letter is acceptable).
- 1 PowerPoint presentation or similar.
- 1 document, essay, research paper, or report in which you were the primary writer.

Job Responsibilities

Community Planning

- Engage the Metroplan Board, citizen stakeholders, and public with sustainable land use and transportation concepts.
- Provide technical assistance for Metroplan members.
 - Draft regulations, ordinances, and policies that implement our regional plan;
 - Review local land development/infrastructure proposals for adherence to regional and local comprehensive plans and regulations;
 - Engage with the public and decision-makers in city meetings when necessary.
- Assist with land use and development policy recommendations for Metroplan committees and the board.
- Assist staff lead with the Small Cities Council. This position works closely with the region's smaller communities to achieve council goals.
 - Maintain Council roster and contact information;
 - Prepare and distribute meeting notices;
 - Prepare and present meeting materials;
 - Prepare meeting notes.

Transportation Planning

- Assist in short- and long-range plan development.
 - Write segments of the Long-Range Metropolitan Transportation Plan;
 - Assist in data collection and analysis;
 - Draft policy recommendations;
 - Prepare and review memos, articles, summaries, and technical reports.
- Assist staff lead with review of products and invoices from contracted planning and engineering consultants.
- Carry out other duties as assigned by the supervisor.

Grants

- Assist staff lead with grant writing and project administration for federal and state grants.

All staff must:

- Attend Metroplan sponsored meetings and public outreach events.
- Communicate with the public and attend after-hour events as necessary.
- Attend city council, planning commission meetings, and events sponsored by other partnering agencies on behalf of Metroplan (occasionally, as needed).
- Work with the Public Engagement Planner to create content for Metroplan's outreach.
- Other duties as assigned.

Education and Experience

Minimum

- Bachelor's degree in City Planning, Transportation, Public Administration, Urban Geography, or related field.
- Six (6) months of an internship in planning, transportation, or public administration.

Preferred

- Master's degree in City Planning, Transportation, Public Administration, Urban Geography, or related field.
- One (1) year of professional experience working in a planning capacity with a governmental or non-profit entity.

Skills

Essential

- Clear and effective written and verbal communication; public speaking.
- Meeting planning, promotion, and facilitation; coalition-building.
- Critical thinking, analysis, and problem-solving.
- Both independent and team-based work.
- Professionalism, tact, and diplomacy.
- Microsoft Office and other Windows-based software.
- Zoom and other online meeting management software.

Desired

- Sustainability oriented.
- Geographic Information Systems proficiency.
- Ability to conduct research and data analysis.
- Highly innovative and creative.
- Spanish language.

Physical demands and work environment

The physical demands and work environment described here 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 sits, stands, walks, speaks.
- Occasionally, sets up for meetings and events with items weighing 30 lbs. or less.
- Occasionally drives.
- Specific vision abilities include color, near, far, and peripheral, and the ability to adjust focus.
- Works primarily indoors with occasional outdoor events and local travel required.
- Occasionally, irregular hours of work may be necessary.