

**OPEN - October 24, 2024**

**TRANSPORTATION PLANNER**

**Ottumwa, Iowa**

Area 15 Regional Planning Commission is seeking qualified candidates for a Transportation Planner position to oversee the development and implementation of the transportation program for the RPA 15 Regional Planning Agency in Ottumwa, IA. The position's primary responsibility includes overseeing the development of the Transportation Improvement Program (TIP), the 4-year programming of transportation projects for highways, roads, bridges, trails, and transit. It includes compiling the list of all federal-aid projects, draft TIP, amendments and modifications, and reporting on the project status.

The job also requires leading the RPA's public participation process, administering the Transportation Advisory Committee and Policy board, administering funding programs and coordinating project review and delivery with partner agencies including Iowa Department of Transportation and Federal Highway and Transit Administrations. Work includes coordination with local community leaders, city and county engineers, mayors and city councils, and other local groups. Work is performed with a high degree of independence and initiative under the direction of the Executive Director.

**Position duties include:**

- Develop and monitor the RPA TIP, amendments, and supporting materials;
- Maintain status of projects, historic funding and other project details in a database;
- Work with the Transportation Planning Management System;
- Prepare agendas and minutes for regular meetings of the Transportation Advisory Committee and Policy Board;
- Prepare and present information to the RPA TAC and Policy Board, outside agencies, and the public;
- Administer and monitor the RPA STBG and TAP funding program;
- Prepare long and short-range plans including the Long-Range Transportation Plan (LRTP), Passenger Transportation Plan (PTP), and Regional Trails Plan;
- Create and design maps, graphics, data visualizations using ESRI GIS map software, Microsoft Office Suite
- Participate in regional transportation planning project meetings;
- Prepare maps and graphics to support RPA projects;
- Grant preparation and submission assistance for local jurisdictions;

**Education and Experience:**

- Bachelor's degree in urban/regional planning or a related field and 4 years of experience; or
- Masters degree in urban/regional planning or a related field and 2 years of experience;
- GIS experience analyzing transportation data and producing maps;
- Experience with MPO or RPA is preferred;

## **Knowledge**

- Federal and state planning regulations related to transportation planning and programming;
- Analyze US Census and other socioeconomic data for planning purposes;
- Local government comprehensive planning requirements relating to transportation;
- Long-range planning, including prediction of travel demand, forecast of financial resources, and selection of eligible projects;

**Experience Level** – Mid 4-6 years

**Salary Range** - \$65,000-\$80,000 with benefits including paid employee health insurance, life insurance, IPERS retirement plan, paid vacation and sick leave, and paid holidays.

**How to Apply** – submit cover letter and resume to address below. This position is open until filled. Area 15 RPC is an equal opportunity employer.

## **Contact Information**

Chris Bowers, Executive Director

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