



# Maumee Valley Planning Organization

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Serving Defiance, Fulton, Henry, Paulding, and Williams Counties

## SENIOR PLANNER

### Classification Responsibilities

A Senior Planner performs advanced-level professional planning work of considerable difficulty and manages complex planning projects to completion. Areas of assignment may include transportation planning, long-range planning, planning and zoning, grant writing, subdivision review, zoning administration, and plan review. Employees in this class may also serve as a staff liaison for national, state, and regional planning agencies and local boards such as the Planning and Zoning or Subdivision Review Boards, depending upon assignment.

### Duties, Functions, and Responsibilities

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this job description. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assist with development, implementation, and/or analysis of short- and long-range transportation plans, subarea studies, land use/transportation coordination, performance metrics, grant applications, and other multi-modal planning and studies.
- Coordinate with staff, stakeholders, and committees to ensure input on programs and projects.
- Prepare reports and present to various audiences including the MVPO Transportation Technical and Citizens Committees, elected officials, member-government staff, stakeholders, and the public.
- Coordinate and conduct outreach with various stakeholders inclusive of local governments, partner agencies, the public, vulnerable populations, and others as identified.
- Remain up to date with transportation funding requirements; review regulations and procedures.
- Data analysis and management using GIS software.
- Conduct required background research and data collection to support recommendations for system development, support on planning studies and pilot projects, state and federal grant applications and related reports.
- Provide support in developing scopes of work and schedules, related budget cost controls, technical analysis and coordination, quality control, and general project delivery.
- Research and analyze industry trends of land use and development in multi-modal planning.
- Coordinate interagency activities for specific planning efforts and/or projects.
- Provide support for development and maintenance of MVPO's Regional Transportation Plan and Transportation Improvement Program.
- Prioritize and organize work assignments.
- Take initiative to perform other duties to maintain MVPO operations.
- Perform drafting, layout, and graphics work.
- Perform other duties as assigned.

Based on assignment, duties may also include: conducting technical research, analyzing data, evaluating findings, identifying significant issues, determining options, and developing staff recommendations for difficult projects; conferring with engineers, developers, architects, outside agencies, and the general public to acquire information and coordinate planning and zoning, and architectural and landscape planning and design matters, or technical elements of traffic studies and general transportation planning issues; preparing for and conducting public meetings to receive input on planning project; and interpreting and applying codes, policies, laws, standards and regulations to ensure development, applications, projects, and code amendments are in compliance. A Senior Planner may supervise the work of paraprofessional/professional staff. This class is responsible for performing related duties as required.

## **QUALIFICATIONS**

Employee Values: All employees of the MVPO are expected to uphold and exhibit the Organization's shared employee values of knowledge, respect, and integrity.

Minimum Qualifications Required: Graduation from an accredited college or university with a bachelor's degree in Planning, Urban Planning, Geography, Architecture, Landscape Architecture, Civil Engineering, Transportation Planning, or a related field. Considerable (3 - 5 years) professional experience in transportation planning, urban planning, civil engineering, land-use law, professional design, or traffic engineering. 2-5 years of experience working with ESRI ArcGIS or comparable software. Knowledge and understanding of basic GIS management functions. Expertise in Microsoft Office Suite, including Excel, Access, Word, PowerPoint, and Publisher. Excellent organizational skills; ability to prioritize workload, work independently with minimum supervision, and take initiative.

Preferred/Desirable Qualifications: American Institute of Certified Planners (AICP) certification and graduation from an accredited college or university with a master's degree are highly desirable. Possession of a GIS Certificate and/or college courses and demonstrated work experience using Geographic Information Systems.

## **APPLICATION**

Salary: Salary is \$52,000 - \$65,000 annually (DOQ). This position also includes accrual of paid vacation and sick time, plus paid holidays. Benefits such as OPERS retirement, health, vision, dental and other insurance plans are available.

Notes to Applicants: One or more openings may be filled from this job posting.

How to Apply: Please send a cover letter and resume Dennis Miller, Executive Director at [mvpo@mvpo.org](mailto:mvpo@mvpo.org) by April 6, 2020. Candidates will not be considered until both resume and cover letter are received.

*MVPO is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, MVPO provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. MVPO is a Drug Free & Tobacco Free Workplace.*