



ST. MARY'S COUNTY GOVERNMENT

VACANCY ANNOUNCEMENT

POSITION: Metropolitan Planning Organization Planner
C05, \$35,901 - \$37,710 (B.O.E) + FRINGE BENEFITS

DEPARTMENT: Land Use & Growth Management

OPENING DATE: 01-10-18 **CLOSING DATE:** 02-21-18 (Extended)

MINIMUM QUALIFICATIONS:

Education: Associate's degree or higher from an accredited college or university in Transportation Planning, Urban Planning, Business Administration, Public Administration or related field.

Experience: At least two (2) years of increasingly responsible professional experience in transportation and or land-use planning including experience working on a professional level with governmental agencies, community groups and organizations;

Note: Any equivalent combination of acceptable education, training, and/or experience which has provided the knowledge, skills and abilities may be considered.

ADDITIONAL REQUIREMENTS:

- ◆ Pass extensive background check with favorable results;
- ◆ A valid Maryland driver's license;
- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Performs a wide variety of tasks to develop and implement land use and transportation plans and policies. Serves as the primary planner to the Calvert- St. Mary's Metropolitan Planning Organization for St. Mary's County. Helps organize meetings related to the development of transportation plans. Performs other duties as assigned.

DUTIES:

- ◆ Performs program and project management duties, including program and project work schedules, contract management, budget monitoring,
- ◆ Advisor to the local Transportation Advisory Committee (TAC) in administrative and technical aspects of transportation planning;
- ◆ Analyzes problems, needs, changes, and enhancements for transportation improvements, including highways, roads, transit, bikeways, and pedestrian paths within the MPO boundary and makes recommendations based on findings;
- ◆ Stays current on transportation policy and the various on-system highway, safety, recreational, and multi-modal transportation projects on the state and local level;
- ◆ Attends applicable trainings, which will help broaden knowledge of transportation planning and the MPO;
- ◆ Develops requests for proposals and qualifications for consultants, and administers consultant contracts on transportation related projects;
- ◆ Completes GIS tasks as necessary;
- ◆ Updates and implements the MPO Long Range Transportation Plan as part of the Maryland Statewide 25-Year Transportation Plan;
- ◆ Reviews frequent amendments and modifications to the Transportation Improvement Program;

- ◆ Provides general information and support to governmental officials, other departments and organizations, and the general public;
- ◆ Respond to and coordinate direction from three state (MDOT, MTA, and SHA) and one federal (FHWA) bureaucracies;
- ◆ Maintains an understanding of rules and regulations of the US Department of Transportation, Federal Highway Administration, and the Federal Transit Administration relative to the various components of transportation planning, freight planning, transportation safety planning, and bicycle/pedestrian planning;
- ◆ Develops and maintains quarterly timesheets for MPO staff and prepares the quarterly activity summary;
- ◆ Maintains the Calvert-St. Mary's MPO website and keeps content current to ensure accurate information reaches the public;
- ◆ Assists with St. Mary's County Government's annual budget preparation, in reference to the MPO;
- ◆ Coordinates MPO meetings;
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain thorough understanding of St. Mary's County Government policies and MPO procedures;
- ◆ Ability to maintain interpersonal business relationships;
- ◆ Ability to administer Project planning;
- ◆ Requires knowledge of responsibilities and activities of Metropolitan Planning Organizations;
- ◆ Ability to gain knowledge of Federal and state transportation funding requirements;
- ◆ Knowledge of urban transportation planning principles;
- ◆ Ability to read, edit, and write technical documents;
- ◆ Ability to understand office procedures and ability to operate modern office equipment including computer hardware and software, transportation related software and GIS mapping systems;
- ◆ Ability to compile demographic information;
- ◆ Responsible for website maintenance.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this position.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

COMPENSATION/BENEFITS:

Hiring Salary: \$35,901 - \$37,710 (B.O.E) annually

FLSA: Non-Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland Retirement Pension System (SRPS).

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED.

Applications are available at: Governmental Center, Potomac Building
Department of Human Resources, 3rd Floor
23115 Leonard Hall Drive, Leonardtown, MD 20650
Phone: 301-475-4200 extension *1100 Fax: 301-475-4082
Email: smchr@stmarysmd.com Website: www.stmarysmd.com
Must press the * key before the extension

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator: amber.hebert@stmarysmd.com or (301) 475-4200, Extension: *1110

Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.

APPLY NOW - <http://www.stmarysmd.com/hro/application/HRAapplication.asp>