



Roanoke Valley-Alleghany

REGIONAL
commission

JOB OPPORTUNITY TRANSPORTATION PLANNER

(Note: This position is part-time.)

The Roanoke Valley-Alleghany Regional Commission is the regional planning agency serving 11 jurisdictions in western Virginia. The Regional Commission staff also support the functions of the Roanoke Valley Transportation Planning Organization, a seven-jurisdiction area encompassing the urbanized area of the Roanoke Valley. The Regional Commission is a leader in driving collaboration and strategy within our communities on transportation issues that are critical to the economic growth and quality of life of this region.

The Roanoke Valley is a growing metropolitan region with abundant recreational and cultural resources. Residents enjoy the benefits of an urban area, exciting night life and numerous outdoor amenities. The Regional Commission's offices are located in downtown Roanoke.

General Definition

The Transportation Planner, under the direct supervision of the Director of Transportation, is responsible for performing transportation-related professional and technical work independently and in teams. Such work may include preparing and developing plans and reports, creating maps, conducting field work, maintaining databases, analyzing and interpreting transportation information, presenting information to stakeholders, and representing the Commission to local or state organizations. The Transportation Planner needs to maintain current knowledge on federal and state transportation legislation, technical transportation analysis methods, and software skills such as those related to MS Office and Geographic Information Systems (GIS).

Typical Work Tasks

Duties include (but are not limited to) the following efforts:

- Participate in the development of the Long-Range Transportation Plan, Congestion Management Process, Transportation Improvement Program, corridor studies and other regional transportation and land use plans and programs;
- Performs Environmental Justice, Title VI and Public Involvement related planning activities;
- Conducts studies of complex regional transportation-related problems;
- Generates maps and analyzes spatial data using GIS software;
- Researches and collects data as necessary to prepare assigned reports;

- Conducts surveys, data collection and analysis;
- Provides technical assistance and advice to local agency officials, member organizations, and other interested parties;
- Contributes to the preparation of the annual Unified Planning Work Program (UPWP) and Rural Transportation Planning Work Program;
- Consults with staff of local, state, and federal governments and regulatory authorities concerning transportation plans and projects;
- Coordinates with other Commission staff to ensure that all meetings, as well as public involvement activities, are well-prepared and well-documented;
- Represents the Regional Commission and Transportation Planning Organization at meetings in a professional manner;
- Performs other duties as assigned.

Knowledge, Skills and Abilities

The ideal candidate will possess knowledge of regional multimodal transportation planning theories, principles, practices and techniques, and be dedicated to further developing a career in transportation planning.

The ideal candidate will be able to:

- Independently complete transportation planning tasks,
- Establish and maintain effective and cordial working relationships,
- Effectively communicate verbally before public groups,
- Prepare credible and understandable written materials,
- Plan, organize, and complete projects in a timely manner,
- Work with minimal supervision and execute multiple tasks simultaneously,
- Work flexible hours, including evenings or weekends, as needed,
- Utilize personal computers and common software application packages such as Microsoft Office and ESRI ArcGIS, and
- A willingness to learn more specific planning or analysis tools and software.

Education and Experience

Preferred candidate will have or be pursuing a degree from an accredited college or university in transportation planning, transportation policy/administration, transportation or civil engineering (or a closely related field), and the interest and motivation to further a career in transportation planning.

Hiring Details

This position will be **part-time at 20 hours/week**. Salary will be negotiated depending on qualifications.

Cover letter and resume should be submitted to Sherry Dean, Director of Finance, at sdean@rvarc.org.

Submissions are requested **by Friday, September 13.**
Position is open until filled. EEOC