



Job Title: Transportation Planner
Pay Rate: **DOQ**
Department: MPO

07/06/2017

JOB SUMMARY:

Performs professional level duties either as a member of a project team or in completing individual assignments. Generates, analyses and presents data related to transportation planning in written reports. This position demands excellent analytical, oral, and written skills. This position calls for a person who is self-motivated and self disciplined and who may represent the agency before governmental and public groups. Will provide staff support to the MPO Director, the MPO's Technical Advisory Committee, and the Transportation Policy Committee. This class is responsible for planning and monitoring projects and programs, conduct research and studies within the MPO's Metropolitan Area Boundary (MAB). The position holder will be responsible for all the public outreach efforts for the MPO. The MPO's MAB includes the cities of Harlingen, San Benito, La Feria, Rio Hondo, Santa Rosa, Primera, Palm Valley, Combes, Los Indios and parts of Cameron Count Pcts 3 &4. Work is performed under the general supervision of the MPO Director. Will be driving a personal vehicle for city business.

QUALIFICATIONS:

- Knowledge of public speaking and presenting experience
- Proficiency with spreadsheet, database manipulation, and word processing software and presentation development software (preferably Microsoft products: Word, Excel, Access, and Power Point)
- Knowledge of Federal and State funds requirements
- Ability to prepare reports, agendas, minutes and correspondence.
- Possession of a valid Texas driver's license.
- Membership in the American Institute of Certified Planners (AICP) is preferred.
- Bachelor's degree or equivalent course work at a technical or vocational school in Geography, Urban Planning, Civil Engineering, Public Administration or related filed is required.

PHYSICAL REQUIREMENTS:

The employee frequently is required to sit and use hands and fingers. The employee is occasionally required to lift and/or move 25 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

Applicant must successfully pass a pre-employment Drug and Alcohol screening and Background check prior to employment by the City of Harlingen.

BENEFITS:

The City offers excellent benefits including paid holiday, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

HOW TO APPLY: Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, 78550, City Website: www.myharlingen.us