**Job Description**

**Title:** Transportation Planner

**Category:** Full Time Professional

**Supervisory Responsibilities:** None.

**Primary Contracts:** MassDOT, FTA, FHWA, LRTA, other local, state and federal transportation-related contracts.

**Salary Range:** $50,000-$65,000 annually, depending on qualifications

**Job Responsibilities:**

1. **Public Interface Responsibilities**
   - Make occasional presentations to the public, as well as to local, state and federal officials, the business community and advocacy groups;
   - Maintain effective working relationships with local communities, advocacy groups, consultants, and the public;
   - Respond to inquiries from the public, local communities, and state and federal agencies regarding NMCOG’s transportation planning projects; and
   - Participate in transportation-related technical committees, advisory committees, working groups and task forces, as appropriate.

2. **Technical Responsibilities**
   - Provide technical support as staff for the Northern Middlesex Metropolitan Planning Organization (MPO);
   - Maintain current knowledge of local, state and federal transportation planning issues;
   - Collect, organize and analyze data for the region’s transportation projects, studies and activities, including traffic count data, crash data, and pavement condition inventories;
   - Perform technical analysis and calculations, in accordance with standard and accepted transportation planning and engineering standards and practices;
   - Maintain and update transportation-related databases; and
   - Develop transportation-related technical studies and reports.

3. **Required Skills**
   - Strong technical, written, and oral communication skills
   - Professionalism and diplomacy
   - Public presentation skills
   - Time management and organizational skills
• Computer literacy: Working knowledge of computers and Microsoft Office and Outlook, and knowledge or ability to learn Highway Capacity software, pavement management software, and other technical software programs.

4. Minimum Qualifications

• Bachelor’s degree in planning, engineering, or related field
• Two years of professional experience in planning or engineering
• Strong technical skills in the areas of travel demand management and capacity/LOS analysis
• Familiarity with the MPO and transportation planning processes