The Capitol Region Council of Governments introduces a great opportunity to become its newest Transportation Planner / Senior Transportation Planner.

The Capitol Region Council of Governments (CRCOG) is a voluntary Council of Governments formed to initiate and implement regional programs of benefit to the towns and the region. It is guided by the chief elected officials of our 38 Metro Hartford municipalities. The mayors, first selectmen, and town council chairmen who make up our governing Policy Board recognize that the future of our individual members is tied to the future of our region. Our members have collaborated for more than 50 years on a wide range of projects to benefit our towns individually and the region as a whole.

Within our Transportation Department, this position will assist with various transportation and transit planning activities and initiative, as well as other duties.

This is a Full Time position (35 hours/week)

Salary: $50,109 - 70,436 / year

CRCOG is an Equal Opportunity Employer
The Capitol Region Council of Governments

Transportation Planner

Essential Duties and Responsibilities
Assists with a broad range of Transportation Planning activities that could include transit planning, corridor study assistance, capitol project advancement, grant programs, and/or data collection and analysis. The position will require collaboratively working with others as well as good communication and writing skills.

Assists in preparation of monthly and quarterly Transportation related reports, website postings, and invoices.

Other Transportation Planning tasks as assigned.

Desirable Knowledge, Skills and Abilities
Knowledge of the principles of transportation planning and transit operations. Ability to operate computers and word processing software and other standard office equipment; communicate clearly and effectively orally and in writing; prepare clear, accurate records and reports; and coordinate and facilitate meetings. Ability to establish and maintain good working relationships throughout the course of work.

Minimum Training and Experience
An Associate’s degree from an accredited college or university and three years of increasingly responsible experience in transportation or a combination of training and work experience that demonstrates the knowledge and ability to perform the duties of the position. A Bachelor’s or Master’s degree is preferred.

Licenses and Certifications
May need a valid driver’s license or the ability to obtain.

Physical Demands and Working Environment
Primary functions require sufficient physical ability and mobility to work in an office setting.

Contact Information
Please address your resume and a cover letter to Ms. Jennifer Carrier, Director of Transportation. Electronic submissions are preferred and should be sent to Ms. Cara Radzins at cra-dzins@crcog.org. If submitting via regular mail, please send to CRCOG, 241 Main Street, Hartford, Connecticut 06106. Resumes should be submitted by August 15, 2017, but the position will remained open until filled.