

## The Capitol Region Council of Governments

# Transportation Planner



To apply send your resume  
and cover letter to:

The Capitol Region Council of Governments introduces a great opportunity to become its newest **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. CRCOG is the largest of Connecticut's nine regional planning organizations and serves as the Metropolitan Planning Organization (MPO) for the Metro Hartford area.

This position reports to the Transportation Deputy. The incumbent exercises considerable initiative and independent judgment within an assigned area of responsibility, and work is subject to evaluation on the basis of results obtained.

CRCOG offers competitive benefits.

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

Salary: \$52,644—\$66,026

CRCOG is an Equal Opportunity Employer



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### Summary of Position

CRCOG is seeking a qualified entry-level professional to perform a variety of transportation planning activities and support senior staff within the Transportation branch of its Planning Department.

### Duties and Responsibilities

Assists with a broad range of Transportation Planning activities that could include transit planning, safety planning, corridor studies, capitol project advancement, grant programs, and/or data collection and analysis. Assists in preparation of monthly and quarterly reports, website postings, and invoices. Performs other Transportation Planning tasks as assigned. The position will require collaboratively working with others.

### Desirable Knowledge, Skills, and Abilities

Knowledge of the principles of transportation planning is required. The position requires strong oral and written communication skills; proficiency with word-processing and spreadsheets; the ability to prepare clear, accurate records and reports; time management skills to allow for the handling of multiple assignments simultaneously; and effectiveness under pressure of variable deadlines. Knowledge of federal transportation planning regulations; government operations; and project development is preferred. Candidates should have the ability to establish and maintain working relationships with directors and staff, committee members, elected and appointed officials, consultants, and members of the public.

### Minimum Training and Experience

A Bachelor's or Master's degree from an accredited college or university with a major in engineering, transportation planning, urban planning, or closely related field. No formal professional job experience is required, however experience, training and/or demonstrated interest within the Transportation or Planning fields is preferred.

### Licenses and Certifications

May need a valid driver's license or the ability to obtain

### Physical Demands and Working Environment

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to sit, stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, and occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus and ability to remain exposed to video display terminals daily for extended periods of time. Vocal communication is required for frequent expression or exchange of ideas by means of the spoken word or by telephone. Hearing is required to perceive information at normal spoken work levels.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet, but work is subject to regular interruption and background noise.

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## **Travel and Weekend or Evening Meetings**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars. Work may require some evening and weekend meetings.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

## **EEOC Statement**

It is the policy of the CRCOG to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the CRCOG will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.

## **Contact Information**

Please address your resume and a cover letter to Ms. Cheryl Assis, Director of Public Safety and Homeland Security. Electronic submissions are preferred and should be sent to [cassis@crcog.org](mailto:cassis@crcog.org), with the subject of the email 'Transportation Planner.' If submitting via postal mail, transmit to CRCOG, 241 Main Street; 4th Floor, Hartford, CT 06106. Resumes should be received by October 13, 2020, but the position will remain open until filled.