

## Job Opening – Fargo-Moorhead Metropolitan Council of Governments Assistant Transportation Planner/Associate Transportation Planner

Position will remain open until filled.

### SUMMARY

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is offering an exciting opportunity to learn and grow professionally in a small public agency that works with several vibrant growing communities in a metropolitan area of over 200,000. Metro COG serves as the Metropolitan Planning Organization (MPO) for the Fargo-Moorhead metropolitan area, and in that capacity, works with Cass County, Fargo, Horace and West Fargo, North Dakota and Clay County, Dilworth and Moorhead, Minnesota as well as the North Dakota and Minnesota Departments of Transportation, the Federal Highway Administration and the Federal Transit Administration.

Metro COG's work, which is largely focused on metropolitan area transportation planning, is a balance of technical planning and stakeholder/public engagement. A successful candidate for the position will provide technical and planning assistance to implement Metro COG's community planning, transportation planning, and transit work program elements, under the supervision of the Executive Director and other senior staff.

Metro COG's organizational structure allows for ample growth in presentation skills, document preparation, technical analyses, and public engagement. A successful candidate will have the opportunity to be part of project teams made up of both internal staff and external stakeholders.

General **Assistant Transportation Planner** responsibilities include:

- interaction with the public,
- planning and implementing on-line and in-person public engagement events,
- preparing special studies,
- assisting with and building skills in project management,
- collection/retrieval of socio-economic data,
- staffing of diverse committee assignments,
- assisting with traffic and bike/pedestrian counts,
- completion of community development/environmental/transit planning and transportation planning efforts, and
- coordination with local city and county staff and stakeholders on matters related to transportation and land use planning.

General **Associate Transportation Planner** responsibilities include:

- project management of consultant-led transportation planning projects such as transportation plans, corridor studies, bicycle and pedestrian plans, and transit plans;
- project management and/or contributions to transportation plans and other types of planning efforts carried out internally by Metro COG staff;
- planning, organizing and carrying out public engagement activities;
- interaction with and responding to local/state/federal officials and the public;
- coordinating with internal project teams as a leader or contributor;
- conducting research for special transportation and land use studies;
- data collection and retrieval and analyses of technical data;
- working with GIS to carry out analyses and to prepare maps for planning documents;

- preparing written communication in the form of plans, letters, memos and general correspondence with committees, boards, other local/state/federal agencies and the public; and
- preparing and making presentations to Metro COG's Transportation Technical Committee, Policy Board, and various other committees.

Both positions require strong written and verbal communication skills and the ability to facilitate planning efforts between multiple jurisdictions in and around the metropolitan area.

## **MINIMUM QUALIFICATIONS**

**Candidates may be considered at either the Assistant Transportation Planner or Associate Transportation Planner level based on experience requirements.**

### **Assistant Transportation Planner**

A bachelor's degree in geography, GIS, urban planning, transportation planning, landscape architecture or a related major is the minimum qualification. A minimum of one (1) year of experience in community development, urban planning, transportation planning, and/or the use of GIS. Metropolitan and/or regional planning experience is preferred.

An employee in this position is responsible for performing technical and analytical work in GIS. Desirable skills include: a growing understanding of inter-jurisdictional planning principles; familiarity or experience with the use of ArcMap, ArcGIS, and ArcGIS Online; strong ability to effectively communicate both in writing and orally; a proficiency in basic research and computer techniques; growing competency in community, transportation, and transit planning issues; and the desire and ability to coordinate on-line and in-person public engagement methods and committee functions. An employee should also have the ability to establish and maintain effective working relationships with engineers, transit directors, planners, public officials, committee members, private organizations, and the general public.

### **Associate Transportation Planner**

A bachelor's degree in geography, GIS, urban planning, transportation planning, landscape architecture or a related major plus a minimum of four years of professional experience in transportation planning, transportation engineering, or a combination of land use and transportation planning. Past experience and education should include training and experience in community development, urban planning, or transportation planning; including experience Geographic Information Systems (GIS) (ESRI ArcGIS software and related spatial/data analysis software). Metropolitan and/or regional planning experience is preferred.

Desirable skills include: strong and effective writing skills; strong verbal communication and presentation skills; a growing understanding of inter-jurisdictional planning principles; working skills in the use of computer programs including ArcMap, ArcGIS, and ArcGIS Online; a proficiency in basic research and computer techniques; growing competency in addressing community development, environmental, transportation, and transit planning issues; and the desire and ability to lead and facilitate on-line and in-person public engagement methods and committee functions. An employee should also have the ability to establish and maintain effective working relationships with engineers, transit directors, planners, public officials, committee members, private organizations, and the general public.

## SALARY AND BENEFITS

The 2023 starting salary range for the **Assistant Transportation Planner** position ranges from \$65,431 to \$71,409, with future salary steps exceeding this amount commensurate with experience. The 2023 starting salary range for the **Associate Transportation Planner** position ranges from \$70,659 to \$77,068. Metro COG reserves the right to hire at an appropriate level. Employees receive an annual step raise upon a satisfactory annual performance evaluation.

Metro COG offers the following benefits:

- Health, dental and vision insurance
- Life/AD&D insurance
- Short- and long-term disability insurance
- Employer match for retirement savings
- Health savings account contribution
- Employee Assistance Program
- Training opportunities and payment of professional membership dues
- Flexible work hours, work-from-home hybrid

## APPLICATIONS AND HIRING PROCESS

For consideration, send a cover letter, resume, [general application](#), and [Title VI EEO survey](#) to Ben Griffith, Executive Director, Metro COG, 1 2<sup>nd</sup> Street N, Suite 232, Fargo, ND 58102, or by email to [griffith@fmmetrocog.org](mailto:griffith@fmmetrocog.org). Initial applicants will be reviewed at that time, and the position will remain open until filled. Applicants must be currently authorized to work in the U.S. on a full-time basis as we are currently not able to sponsor visas. For additional information regarding the position, contact Ben Griffith at 701-532-5103.

## EEO STATEMENT

It is the continuing policy of FM Metro COG to afford equal opportunity to qualified individuals regardless of their sex, race, creed, disability or national origin, and to conform to applicable laws and regulations. Equal opportunity encompasses all aspects of employment practices to include, but not be limited to, recruiting, hiring, training, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, discipline, and agency-sponsored educational, social, recreational programs. Additionally, it is the policy of this agency to provide its members a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of the FM Metro COG who fails to comply with this policy is subject to appropriate disciplinary action.