

Harry S Truman Coordinating Council

The Harry S Truman Coordinating Council is a nonprofit organization whose purpose is to meet the needs of the local governments within the four counties of MacDonald, Newton, Jasper and Barton in the State of Missouri. The HSTCC is funded with federal and state agency dollars, for the purpose of providing research, programming and outreach that ultimately benefits the four-county region.

Job Description

TRANSPORTATION PLANNER

Non-Exempt - Administrative

Salary range: \$33,000 - \$39,000

NATURE OF WORK:

- The Transportation Planner works under the direction of the Planning Manager and/or Executive Director, and is responsible for transportation planning, including recreational trails and transportation safety.
- **Transportation Planning:** Serve as the organization's representative to the various transportation planning groups in the state. This includes, but is not limited to the MACOG Transportation Planners' Group, the Joplin Area Transportation Service Organization (JATSO), the HSTCC Transportation Advisory Committee (TAC), and other similar organizations or groups that may engage the HSTCC for professional services related to transportation planning. The Transportation Planner will be responsible for reporting to the Missouri Department of Transportation (MODOT), per the organization's agreement for the receipt of funding income.

The Transportation Planner shall ensure the TAC is running smoothly and effectively. S/he shall work closely with the TAC Officers to ensure the group is adhering to its bylaws.

The Transportation Planner is responsible for all transportation-related grants, and effectively communicating grant opportunities to HSTCC Board Members. The Transportation Planner should work closely with grant applicants to guide adherence to grant application requirements, timelines and reporting.

The Transportation Planner shall attend as many County Commission and City Council meetings per year as is necessary to complete the responsibilities of the job.

QUALIFICATIONS: Graduation from an accredited college or university with a Bachelor's degree in planning or related field. Candidates should have excellent oral English communication skills and be comfortable with public speaking. Proficiency in Word, Excel, PowerPoint, and ArcGIS required. Knowledge of Sketch-Up, InDesign, Illustrator, Photoshop, and other graphics programs is a plus.

EXPERIENCE: Experience in planning activities, either at the university level, or with a professional planning organization/governmental entity. Working knowledge of federal and state agency grants and funding sources.

PHYSICAL REQUIREMENTS: The job requires extended periods of sitting in one place, as well as the ability to move items weighing up to 30 lbs. from one location to another. The job requires frequent travel from the office to remote locations for the purpose of off-site meetings, community activities, retreats, etc. Reasonable accommodations may be made for individuals with a qualifying disability.

The HSTCC is an equal employment opportunity employer. The Organization employs, retains, promotes, terminates, and otherwise treats all employees and job applicants without regard to their sex, sexual preference, race, color, religion, national origin, age, marital status, disability, or any other characteristic protected by law. (12182017)
