

VACANCY ANNOUNCEMENT

Planner, Principal

Transportation Access and Mobility Group/Center for Livable Communities

OPEN DATE: March 1, 2019

CLOSE DATE: Open until filled

POSITION SUMMARY:

The Atlanta Regional Commission (ARC) is the regional planning and intergovernmental coordination agency that focuses on issues critical to the Atlanta region's success, including growth and development, transportation, water resources, regional leadership development, services for older adults and workforce solutions. ARC is dedicated to unifying the region's collective resources to prepare the metropolitan area for a prosperous future. This is done through professional planning initiatives, the provision of objective information and the involvement of the community in collaborative partnerships.

The Planner, Principal will be responsible for advising ARC leadership on a variety of technical and policy matters, including performance management and environmental assessments as well as leading work activities associated with air quality conformity. This individual will support the Atlanta's region's air quality Interagency Consultation group and effectively work with state and federal partners on key transportation performance and air quality issues.

This individual will also be responsible for assisting lead analyses for multimodal transportation projects (congestion, safety, accessibility, etc.); running air quality models and preparing transportation conformity documentations; monitoring federal air quality requirements; and evaluating emissions from Congestion Mitigation and Air Quality (CMAQ)-funded projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as an administrator of assigned regional plans, assuring that development proposals comply with applicable codes, existing conditions, past decisions and conform to planning principles; coordinates/convenes and leads development of regional impact review meetings; provides technical assistance and consultation to property owners, engineers, realtors, other development officials and local governments; analyzes studies, site plans, project information and comments and develops reports on regional impacts of development;
- Compiles, develops and reviews long-range planning studies including assessing and analyzing data, coordinating and facilitating public engagement, scheduling and attending meetings, preparing and delivering public presentations; assures coordination with local comprehensive plans including providing comments on local plans and developments with regional impacts;

- Serves as a project manager on major regional projects; serves as a liaison with federal, state and local officials; serves as project team member for projects undertaken by other groups and/or organizations; develops new strategies and initiatives; manages budgets and/or contracts; attends partner events; develops and manages project information including digital communications;
- Serves as a technical and/or subject-matter expert in assigned area of expertise; provides advice and consultation to partners and clients in the region; develops and nurtures relationships with partners and member organizations;
- Serves as a lead worker over paraprofessional, contract and/or temporary staff including coordinating hiring, managing work schedules and making/reviewing assignments;
- Convenes and facilitates meetings; prepares content and presentations; coordinates with communications staff to prepare scripts, and other information;
- Develops and conducts training and workshops including course content, presentation, scheduling;
- Serves as a lead worker, assigning work and monitoring work completion and/or supervises contract and/or temporary staff, as assigned;
- Perform other duties as assigned to support agency goals and objectives.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES:

- Knowledge of regional transportation system performance measures;
- Knowledge in federal transportation planning at the regional level, including federal air quality legislative monitoring, regulations, policies and procedures;
- Skill in developing new and innovative air quality and transportation analytical tools;
- Skill in preparing and delivering presentations related to a variety of topics, ranging from transportation project performance to federal rule change;
- Ability to conduct technical analyses to determine the performance of transportation projects and systems, including the use of travel demand and air quality models;
- Ability to conduct benchmarks and analyze air quality rules and regulations;
- Ability to lead interagency consultation meetings, including local, state and federal partners;
- Ability to analyze, investigate and problem solve;
- Ability to work independently and work effectively in a team environment;
- Ability to think critically while managing multiple tasks at the same time;
- Ability to travel periodically (local and regional) and attend some meetings after hours;
- Possess effective verbal and written communication skills;
- Proficient with Microsoft Office applications and computer programming/scripting languages such as SQL, R, Python, Java, VBA, and JavaScript.

MINIMUM QUALIFICATIONS *(equivalent combination acceptable):*

- Master's degree in urban or regional planning, economics, architecture, landscape architecture or related field
- Three (3) years of professional planning experience

SPECIAL REQUIREMENTS:

In addition to the detailed examples of responsibilities and abilities contained herein, all employees of the Atlanta Regional Commission are expected to model behavior consistent with the guiding

principles outlined in our **Evolution Strategy**. Specifically, incumbents are responsible for demonstrating work habits that are:

1. Interdisciplinary by promoting professional and interpersonal connections and integration across functional disciplines;
2. Holistic by seeking expertise within the team, Group, or Agency to produce his/her work output, and demonstrating a strong understanding of and support for interrelationships between their work and the work of others in the team, Group, or Agency;
3. Actionable by continuously striving to improve his/her capabilities to produce sustainable outcomes, and displaying a strong need for achievement and a high energy level to attain goals;
4. Outcome Based by taking the initiative to meet goals and expectations, and consistently striving to produce tangible results with significant visible impact, and;
5. Targeted toward Ensuring Colleagues' Success by willingly and deliberately providing his/her expertise to others in an effort to build and sustain effective internal and external working relationships, and by modeling behaviors that consistently demonstrate concern for colleagues' success, needs, respect, trust and integrity.

ANNUAL SALARY RANGE: \$58,604-\$99,627 (no SS deductions except for Medicare portion, approx. 1.45% of salary)

ARC is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in employment or the provision of services.