



Senior Transportation Planner

PURPOSE OF THE POSITION: To coordinate with area jurisdictions and agencies regarding the development and implementation of current and/or future transportation projects, assist local communities with planning, development, and implementation of comprehensive transportation strategies.

ESSENTIAL TASKS:

- Coordinate, track status of currently funded projects
- Maintain comprehensive understanding of local and regional projects
- Develop projects and understanding related to federal programs coordinated by INCOG
- Work closely with the Oklahoma Department of Transportation (ODOT)
- Represent INCOG at meetings related to projects with local public agencies
- Maintain relationships with local and state agency partners, and stakeholders to advance funded capital projects
- Work on relevant local, state, and federal funding related to area transportation projects
- Produce relevant documentation related to projects, work with staff and produce maps with support from GIS/Mapping experts at INCOG

Additional responsibilities include grant writing, research, federal programs, plan development, report writing and document production.

The INCOG Transportation team provides the flexibility and support to grow professionally in an exciting and rapidly changing transportation industry. Successful applicants should be self-motivated, eager to develop knowledge and skills in new areas of interests, work as a team, and have a desire to make positive change.

QUALIFICATIONS:

Training and Experience:

A graduate degree in planning, geography, public administration or related discipline and three years of relevant experience is preferred or an equivalent combination of education and experience is required.

Qualified candidates must demonstrate experience with:

- Use of Microsoft Office programs
- Use of Adobe Suite
- Public engagement experience

Knowledge, Abilities and Skills:

- MS-Excel or other Spreadsheets related experience
- Clear communication skill is essential
- Ability to understand state, federal & local funding is required
- Written and oral communication skills including the ability to deliver presentations

Licenses and Certifications: Valid Oklahoma Class "D" Operator's License required

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting. Duties may entail some work outside of normal office hours for which private means of transportation must occasionally be available. Some pressure from deadlines may be anticipated.