Planner / Transportation Planner / Transportation Planning Engineer

Reports to: Program Manager
Exemption Status: Exempt
Location: Winooski, Vermont | This is a hybrid position with regular in-person attendance required.

Minimum Qualifications

Education and Experience: Bachelor's degree in planning, transportation, public administration, engineering, political science, natural resources, or a related field. Relevant internship, professional, or applied academic experience is desirable. AICP certification, PE licensure, or another relevant professional credential is desirable.

Computer Proficiency: Demonstrated proficiency with Microsoft Office applications and the ability to learn and effectively use other software, databases, and technology systems required for the position. Experience with GIS, transportation modeling, and/or engineering software is desirable.

Skills and Abilities: A Planner / Transportation Planner / Transportation Planning Engineer must have the ability to:

- **Demonstrate competency:** Apply foundational knowledge of land use and/or transportation planning principles and practices to the preparation and review of planning reports, studies, and related work products.
- **Support and coordinate:** Perform complex planning and project support activities, primarily focusing on regional and municipal land use and/or transportation planning, both independently and in a team environment.
- **Work independently:** Take initiative, manage time and competing priorities effectively, and exercise sound judgment to complete complex work at the direction of senior staff.
- **Collaborate:** Establish and maintain effective internal and external working relationships with staff, municipalities, federal and state agencies, partner organizations, vendors, consultants, and other groups.
- **Communicate effectively:** Present ideas, information, and findings clearly and concisely, both verbally and in writing, to a variety of audiences.
- **Maintain legal and policy knowledge:** Develop and maintain working knowledge of applicable federal, state, regional, and local laws and regulations relevant to assigned work.
- **Demonstrate commitment:** Demonstrate a commitment to excellence and continued professional development in planning and related fields.
- **Uphold CCRPC's organizational values:** Approach work in ways that reflect CCRPC's core values of integrity, accountability, respect, and inclusion and uphold the organization's Code of Conduct.

Core Responsibilities

Project Support

1. Provide technical assistance to municipal and regional volunteer boards and staff in the preparation and administration of comprehensive plans, traffic studies, land use regulations, corridor studies, special topic plans, and other planning initiatives.

2. Provide technical assistance to municipalities in the design and implementation of special projects.
3. Assist with the development and administration of consultant contracts, as assigned.
4. Participate in the preparation of regional plans and studies.

Collaboration & External Relations

1. Provide services to municipalities through shared services agreements, as assigned.
2. In collaboration with colleagues, assist with ongoing training and development for staff and municipalities when assigned.
3. Strengthen effective public participation and build relationships that enable the organization to better serve its municipalities and residents.
4. Provide project and organizational support to senior staff and CCRPC committees, as assigned.

Other

Perform other duties as assigned based on organizational needs.