

BEAR RIVER ASSOCIATION OF GOVERNMENTS

JOB TITLE: Planning and Mobility Specialist – Full -Time
DURATION: 12-month position with possible extension
DEPARTMENT: Community and Economic Development
FLSA: Non-Exempt GRADE: 9
SALARY RANGE: \$20-\$25 per hour, DOE
EFFECTIVE DATE: September 1, 2021 (Open until filled)

GENERAL PURPOSE:

Under general direction and limited supervision, the Planning and Mobility Specialist will perform select mobility-related, regional and community planning activities that benefit local jurisdictions and human service organizations based on requirements associated with current available funding sources and departmental needs.

SUPERVISION RECEIVED:

Works under general administrative supervision from the BRAG Community & Economic Development Director and the Senior Regional Planner.

SUPERVISION EXERCISED:

None.

EXAMPLE OF DUTIES:

This list of tasks is **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by positions of this class. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). Management reserves the right to add or change duties at any time.

- Mapping and analysis of existing mobility barriers for human service populations, i.e. persons with disabilities, seniors, and low-income households.
- Coordination with human service transportation and public transit to improve transportation for underserved populations.
- Grant procurement assistance for human service transportation projects.
- Public outreach and meeting facilitation to collect surveys and other pertinent data.
- Travel training for human service populations.
- Field calls and requests related to human service transportation.
- Mobility website and/or online tool creation/updates.
- Project management and/or supplementary planning, analysis, and coordination on various human service transportation-related studies or plans.
- Staffing meetings and serving as staff for the Bear River Regional Access and Mobility Council.
- Help other BRAG planning staff with public outreach, planning activities, analysis, and document/web-based plan production for regional and community-level Natural Hazard Mitigation plans.
- Interface and coordinate with various levels of government, including federal, state, and local on planning-related projects.
- Research best practices for community and economic development planning and implementation processes.
- Work closely with BRAG Senior Regional Planner on an as-needed basis to provide technical assistance to local counties and municipalities to address local planning needs including general plan and ordinance compliance, capital facilities planning, parks and trails planning and design, housing affordability planning, smart growth education, etc.

MINIMUM REQUIREMENTS

1. Education and Experience

Currently have or be working towards obtaining a bachelor's or master's degree in city and/or regional planning, landscape architecture, public administration, or closely related field, and/or experience equivalent to one (1) year full-time planning work at a local government, regional agency or equivalent.

2. Necessary Knowledge, Skills and Abilities

Ability to communicate in writing clearly, concisely and accurately. Ability to communicate orally in public meetings and presentations.

Skill and experience in customer service and/or working with human service-type organizations, transit or transportation professionals, elected and appointed officials, planning professionals, community staff, and the general public in a professional manner.

Self-motivation and the ability to exhibit initiative in streamlining and innovating processes associated with mobility management and/or planning and community development.

Knowledge of the principles and theories of transportation/transit planning, community planning and economic development.

Working knowledge of the methods and techniques for word processing, use of spreadsheets, data base management, document design, public presentations, etc. Experience with Adobe InDesign and other document/graphic design programs preferred.

Skill in using ArcGIS Pro or ArcMap 10X software strongly preferred. Ability to create or convert multiple formats of data into digital form for GIS systems. Working knowledge of GIS database design, analysis methodologies, tools, and techniques. Working knowledge and experience with GIS editing, projections, tabular data and metadata.

Ability to work well with other AOG staff, to take the lead with assignments when required, and to carry out projects in a responsible manner.

Occasional participation in meetings outside of business hours.

A current Utah Driver's License or ability to obtain a driver's license within 8 weeks of hire.

Occasional travel, including overnight stays.

SELECTION PROCESS:

Formal application; rating of previous experience and education; reference check; in-person or virtual interview; final interview with hiring authority.

E-MAIL RESUME AND COVER LETTER TO:

Brian Carver
Director, Community and Economic Development
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435-713-1420