

Cache Metropolitan Planning Organization (CMPO)

POSITION DESCRIPTION



Title: Planning Manager
Program: Regional Planning Program
Effective Date: August 2, 2023
FLSA Status: Exempt - Professional
Compensation: \$52,298 to \$80,199 Annually (Depending on experience)

Position Summary

The Cache Metropolitan Planning Organization (CMPO) is the regional planning and intergovernmental coordination agency for a large portion of Cache County in Northern Utah. As one of the fastest growing areas in the nation, the CMPO is seeking an energetic and creative individual to help shape a more prosperous and successful future for the Cache Valley. The Planning Manager will help lead the CMPO's multi-modal transportation planning, programming, and implementation (outcome-focused) efforts. The CMPO has adopted the quality-of-life framework outlined in the "Utah Transportation Vision" that focuses on Good Health, Better Mobility, Strong Economy, and Connected Communities.

Duties and Responsibilities

As a small Metropolitan Planning Organization (MPO), the successful candidate for this position will have the opportunity to be involved in a wide range of diverse planning and administration functions of the CMPO. Examples of these duties include:

- Manage future updates of the CMPO's Regional Transportation Plan (highways, transit and active transportation).
- Work with member jurisdictions to identify local needs and ensure regional plans are consistent.
- Support the development of pedestrian, bicycle and transit plans, programs, and projects.
- Assist in carrying out various CMPO project prioritization and project selection processes.
- Assist with various administrative functions of the CMPO, including organization budgeting, federal planning grant management and fiscal compliance.
- Coordinate highway and active transportation project delivery activities with the Federal Highway Administration, UDOT and local jurisdictions.
- Oversee the public outreach (including CMPO website) and public involvement plan for CMPO's planning activities.
- Provide technical assistance to member jurisdictions.
- Assists with CMPO's Air Quality Conformity analysis process and compliance with the regulatory requirements of the Clean Air Act.
- Assist in the development of multimodal transportation planning studies, report documents, and transportation master and action plans.
- Preparation of technical presentations and materials to support public, stakeholder, or client meetings.
- Assist with GIS mapping and manage updates to the CMPO's Travel Demand Model.
- Performs other related duties as required.

Knowledge, Skills and Abilities:

- Excellent verbal and written communication skills with ability to write clear reports, communicate findings, and articulate proposals.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.
- Working knowledge of principles and practices of planning, research, and data collection.
- Team oriented with ability to perform multiple tasks independently in a timely manner and collaborate effectively and positively with team members.
- Self-motivated, highly organized, and detail oriented.
- Basic understanding of Transportation Demand Modeling, Geographic Information System (GIS) programs and functions and air quality emissions analysis using the EPA MOVES software platform.
- Ability to establish and maintain effective and cordial working relationships with professional colleagues, government officials, subordinates, representatives from other agencies and the public.

Minimum Qualifications:

- A bachelor's degree in planning, public policy or administration, landscape architecture, transportation planning, civil engineering, or some other field directly related to transportation planning.
- Two (2) years of responsible experience performing the above and related duties.

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Equal Opportunity Employer

The CMPO is committed to provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.