

## WESTERN ARKANSAS PLANNING AND DEVELOPMENT DISTRICT

### Frontier MPO Transportation Planner

Frontier Metropolitan Planning Organization (MPO) is seeking a qualified individual to assist in the development, implementation, and monitoring of transportation projects in the Western Arkansas and Eastern Oklahoma region. The selected candidate will work closely with the MPO director, MPO committees, local governments, and transportation providers to develop, the Metropolitan Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, Bike and Pedestrian Plans, Transit Survey, public involvement strategies, and other administrative and organizational efforts. The MPO is the legally designated organization responsible for developing state and federal transportation plans and programs that address the complex needs of a bi-state region as well as the local needs of the partner jurisdictions.

The MPO Transportation Planner will report to the Executive Director and the MPO Director and will be responsible for job duties specified in the attached job description.

The job will be grant funded position with hours worked between 8:00 a.m. and 4:30 p.m., Monday through Friday. There will be occasional night meetings with some travel.

Successful applicants must have:

- A Bachelor's degree in Transportation Planning, Urban/Regional Planning, Political Science, Sociology, Geography, Public Administration, Business Administration, or a related field is preferred as well, with at least two years of related experience in the areas of federal, state, or local transportation planning and/or working with government agencies and community groups. Knowledge of GIS and data visualization is also preferred.
- A valid Driver's license is required.
- Auto insurance is required.
- Must be highly detail oriented, self-motivated, and able to multitask.
- Must also work as a team member of a dedicated staff.

To apply, please read the attached job description and submit your resume with references to [careers@wapdd.org](mailto:careers@wapdd.org). Resumes must be received by close of business on February 17, 2023.

Background check required. EOE

## Western Arkansas Planning & Development District

### JOB DESCRIPTION

Position: MPO Transportation Planner  
Reports to: Executive Director/MPO Director  
Job Classification: Exempt

#### **Position Overview**

Assist with overseeing the day-to-day operations of the Metropolitan Planning Organization (MPO) including transportation planning, governance, program support and administration, and compliance with all applicable local, state, and federal laws. Monitor and apply the rules and regulations of the U.S. Department of Transportation and Federal Transit Administration policies pertaining to transportation planning, freight, safety, bicycle/pedestrian, and transit and travel demand.

#### **Essential Job Functions**

- Develop and maintain the day-to-day file system of the MPO and keep it current.
- Develop meeting packets and minutes for the Frontier Policy Board and Technical Committee.
- Maintain compliance with local, state, and federal transportation laws and regulations.
- Develop draft correspondence, reports, presentations, publications, newsletters, contract lists, surveys, databases, mailing and coordination of printing and distribution.
- Gather, evaluate and assemble information into special reports that include tables, graphs, charts and explanations.
- Assists with GIS operations, analysis and mapping.
- Record Technical and Policy Board meetings and develop minutes as required, prepare agendas and supporting materials for all attendees, arrange, setup and attend meetings and open houses and ensure public notice requirement are met.
- Conduct public outreach including public participation activities, strategies, marketing, and social media outreach. Communicate all website updates and needs to Project and Communications Coordinator at WAPDD.
- Assist with maintaining Frontier MPO Policy Board and Technical Committee memberships.
- Assist Transit with projects, surveys, and reports.
- Assist in development and maintenance of all policies, rules and procedures necessary to maintain compliance of MPO with all applicable state and federal rules and regulations.
- Develop and coordinate efforts to plan for bicycles and pedestrians. Act as staff support and liaison to the MPO Active Transportation and Mobility Committee.
- Work closely and interact with Frontier MPO technical committee and policy members.
- Assist with grant opportunities for Frontier MPO members.

*The duties and job functions may not encompass all assigned activities and will include other duties deemed necessary by the Executive Director.*