

Associate Planner-Transportation/ Safe Routes to School (SRTS) - Job Description

Position: Two positions - Associate Planner- Transportation/ Safe Routes to School

Program: Transportation Program and Regional Safe Routes to School Program

Institution: East Central Wisconsin Regional Planning Commission

Classification: Full-time salaried position

Applications: Interested applicants should submit a cover letter, a resume, and one writing sample to:

Matt Halada

Principal Transportation Planner

East Central Wisconsin Regional Planning Commission

400 Ahnaip Street, Suite 100

Menasha, WI 54952;

or submit one PDF file via email at mhalada@ecwrpc.org ; Subject Line: **Associate Planner Position.**

Receipt of applications will be acknowledged with an email reply. Application Deadline: Open until filled with the first review of applications on Wednesday, October 13, 2021.

Summary: East Central Wisconsin Regional Planning Commission is looking for two energetic and dynamic professionals to join the Transportation Program (50%) and Safe Routes to School Program (50%). The Associate Transportation Planner will assist with transportation planning efforts including but not limited to transit planning, specialized transportation coordination plans, the regional mobility manager program and other transportation planning efforts. The Safe Routes to School role includes providing technical assistance and supporting local communities looking to start and/or implement a local Safe Routes to School (SRTS) program.

Background: East Central Wisconsin Regional Planning Commission is recognized for their transportation expertise. The Transportation Program is an extensive program that includes roadway corridor plans, long range transportation network planning, federal funding for projects, multi-modal transportation, safe routes to school, and more. ECWRPC is designated as the Metropolitan Planning Organization (MPO) for the Appleton (Fox Cities) and Oshkosh Urbanized Areas and serves as staff for the Fond du Lac MPO. ECWRPC staff also works with rural counties and communities to assist them with local and regional transportation planning.

Safe Routes to School Program: The SRTS Program is a major component of the Commission's transportation planning program. Safe Routes to School is a federal program designed to make it safe, easy and convenient for children in grades K-8 to walk and bicycle to schools. The Safe Routes to School Program helps local communities coordinate programs that increase children's physical activity levels, decrease traffic congestion, improve air quality and neighborhood safety. Other major Commission program areas include Economic Development, Health in Planning, Sewer Service Area Planning and Comprehensive Planning.

Key Responsibilities: Key responsibilities for the Associate Planner- Transportation/ Safe Routes to School

Transportation Program Responsibilities:

- Assists Transportation Staff in the development of the Long-Range Transportation Plan, the Congestion Management Plan, the Bicycle and Pedestrian Plan, and the Transportation Improvement Program.
- Collects and analyzes qualitative and quantitative data, and prepares analytical analyses, presentations, graphics and reports.

- Assists with field work, including asset management, setting up Miovision cameras, bicycle and walk audits, bicycle and pedestrian counters, etc.
- Conducts presentations on transportation projects with partner organizations and at relevant conferences.
- Coordinates and works with local, regional, state and federal agencies on transportation planning issues.

Safe Routes to School Responsibilities:

- Actively works with partner organizations (schools, government, local law enforcement, and youth) to collect data, develop recommendations, produce and implement SRTS action plans, and apply for SRTS funding.
- Works on youth engagement projects, such as Project RADAR.
- Teaching students about walking and bicycling safety in the classroom and at community events.
- Coordinates and conducts bicycle and walk audits at and around schools and effectively communicates results to partner organizations.
- Develops and gives presentations on SRTS implementation topics at meetings and relevant conferences.
- Teaches walking and bicycling safety in the classroom and at community events.
- Coordinates with local SRTS coalitions/task forces implementing their SRTS activities (e.g. Walking school buses, walk to school day events, bike to school day, walking challenges, etc.).

Qualifications:

- Bachelor's degree in urban/ regional planning, geography, health and wellness/public health or a related field required and two years relevant planning or public health experience. Master's degree in urban and regional planning, transportation planning, health and wellness/public health is preferred.
- Advanced level of proficiency and previous experience in a variety of computer software applications, including the Microsoft Office Suite.
- Experience with ArcMap and GIS applications and Adobe InDesign strongly preferred.
- Experience with Safe Routes to School programs and/or Metropolitan Planning Organizations a plus.
- Experience and skill in public speaking and presentations.
- Experience in developing and maintaining effective working relationships with multiple stakeholders to facilitate partnerships.
- Experience working in a team environment.
- Strong background in writing and developing technical assistance materials.
- Self-motivated, creative, detail-oriented and energetic.
- Ability to work independently with minimal supervision.
- Organized and able to manage multiple projects simultaneously, with excellent attention to detail.
- Enjoys working in a team environment and with children.

Annual Salary: The position is a 37.5 hours/week and offers a starting annual salary in the range of \$45,991 - \$54,616/year (depending on experience and qualifications) plus full benefits, including health insurance, flexible scheduling, paid time off, and participation in the State retirement plan.

East Central Wisconsin Regional Planning Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

For more information on East Central's Regional Safe Routes to School Program, visit www.eastcentralsrts.org.

More information about East Central can be found at www.ecwrpc.org.