

**WE ARE HIRING!**

# Associate Planner Transportation

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
Full-time salaried position

## APPLICATIONS

**Application Deadline:** Open until filled (First review of applications will be on **July 21<sup>st</sup>, 2022**)  
**Interested applicants should submit an employment [application](#), cover letter, a resume, and one writing sample to:**

Leann Buboltz

Administrative Coordinator

[lbuboltz@ecwrpc.org](mailto:lbuboltz@ecwrpc.org)

Subject Line: Associate Planner Position - Transportation

**This position recruitment will run concurrently with the Associate Planner – Safe Routes to School Planner position. Applicants who are interested in both positions should indicate their interest in both. These two positions may be combined or operate on a hybrid basis depending on applicant skillset, interest, and Commission needs.**

**A confirmation email will be sent upon receipt of application materials.**

## SUMMARY

The East Central Wisconsin Regional Planning Commission (ECWRPC) is looking for an energetic and dynamic professional to join its Transportation Program. The Transportation Program focuses on Transit, Bicycle and Pedestrian, and Transportation Improvement Program planning and also includes the Regional Safe Routes to School Program.

## BACKGROUND

The East Central Wisconsin Regional Planning Commission serves eight counties within northeast Wisconsin with core program areas of Transportation, Economic Development, Water Quality Management/Sewer Service Area Planning, and Regional Comprehensive Planning. The Commission provides information and planning services necessary to solve problems which transcend the municipal boundaries and fiscal capabilities of individual governmental jurisdictions. 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 with local and regional transportation planning.

## KEY RESPONSIBILITIES

- Work with a team to develop regional transportation plans such as corridor studies, long range transportation plans, and transportation improvement programs.
- Serve as a resource to local communities on local transportation projects by collecting data, developing recommendations, and providing guidance on program regulations.
- Collect and analyze qualitative and quantitative data and prepare presentations, graphics, and reports. Develop and apply a variety of methods for the analysis of complex transportation and geospatial datasets.
- Utilize equity in community engagement techniques throughout planning processes to ensure the community's transportation needs are met and to elevate the voice of all stakeholders.
- Apply equity, health, and economic development principles to planning processes.
- Assist with field work including setting up Miovision cameras, conducting bicycle and walk audits, placing bicycle and pedestrian counters, etc.

## QUALIFICATIONS

- Bachelor's degree in urban/regional planning, geography, public health, economics, or a related field required. Master's degree in urban and regional planning, transportation planning, public health, economic development, or public administration is a plus.
- Experience in a variety of computer software applications including Microsoft Office Suite.
- Experience and skill in public speaking and presentations with diverse communities.
- Experience in grant administration, grant application review, and reporting.
- Strong communication skills, including verbal and written communication.
- Organized and able to manage multiple projects simultaneously, with excellent attention to detail.
- Strong analytical or economic development planning skills.
- Experience in developing and maintaining effective working relationships with multiple stakeholders with an emphasis in equity, transparency, and clarity.
- Knowledge and experience with transportation planning and transportation projects is a plus.
- Experience with ArcMap, GIS applications, and Adobe InDesign is a plus.

## ANNUAL SALARY

The position is full-time at 37.5 hours/week and offers a starting annual salary in the range of **\$46,680 - \$55,435/year** (depending on experience and qualifications), plus full benefits, including health insurance, flexible scheduling, paid time off, and participation in the Wisconsin Retirement System.

*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.*

*More information about East Central can be found at [www.ecwrpc.org](http://www.ecwrpc.org)*