

**WE ARE HIRING!**

# Principal Planner Transportation Program

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
Full-time salaried position

## APPLICATIONS

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

Leann Buboltz

Administrative Coordinator at [lbuboltz@ecwrpc.org](mailto:lbuboltz@ecwrpc.org) ;

Subject Line: Principal Planner Position

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

## SUMMARY

East Central Wisconsin Regional Planning Commission is looking for an energetic and dynamic professional for the principal transportation planner position. This position is responsible for working with the Executive Director to oversee the Roadway Division in the Transportation Program. The transportation program includes the Appleton (Fox Cities) Metropolitan Planning Organization (MPO), the Oshkosh MPO, the Fond du Lac MPO and the Regional Transportation Program. Other planning experience (housing, land use, economic development, public health, GIS, etc.) is considered a plus as this position will occasionally work on other planning projects or programs under the supervision and direction of various Commission staff.

## BACKGROUND

East Central Wisconsin Regional Planning Commission serves eight counties within northeast Wisconsin with core program areas of Economic Development, Transportation, Water Quality Management/Sewer Service Area Planning, and Regional Comprehensive Planning. East Central is recognized for its transportation expertise, and the Transportation Program at the Commission is extensive. The program is divided into three divisions: Roadway, Active Transportation and Safe Routes to School. Work in the Transportation Program includes but is not limited to roadway corridor plans; long range transportation network planning; identifying and allocating federal funding for projects, multimodal transportation, and the safe routes to school programs. ECWRPC transportation staff also work with rural counties and communities.

## KEY RESPONSIBILITIES

- Reports to the Executive Director and works with the Federal Highway Administration, Federal Transit Administration, Wisconsin Department of Transportation, and local municipal and county staff.
- Manages the transportation program budget and grant deliverables according to federal guidelines provided by the Wisconsin Department of Transportation, Federal Highway Administration, and Federal Transit Administration.

- Leads and manages a transportation planning team in efforts including but not limited to, long range transportation plans, transportation improvement plans, corridor studies, and specialized transportation coordination plans, etc.
- Prepares grant applications and reports to federal and state agencies for transportation projects and programs.
- Works with the Executive Director and other transportation staff in the development of the annual Unified Transportation Work Program and budget.
- Manages and facilitates complex decision-making processes with multiple stakeholders to find consensus.
- Collects and analyzes qualitative and quantitative data, and prepares analytical analyses, presentations, graphics and reports.
- Conducts presentations on transportation projects with partner organizations and at relevant conferences.
- Works with Geographic Information Systems (GIS) staff to map and visualize data.

### QUALIFICATIONS

- Bachelor's in urban/regional planning, geography, economic development planning or a related field required and four years of relevant planning experience or a Master's degree in urban and regional planning, transportation planning or a related field and two years of planning work experience. AICP is preferred, but not required.
- Ability to lead team planning efforts and conduct transportation studies, which requires extensive work with staff, the public, elected officials, and other partner organizations in development and implementation of transportation projects.
- Ability to provide effective supervision and staff management while managing projects effectively and meeting firm deadlines.
- Experience with managing federal and state grants and working with the FHWA, FTA and WisDOT is a plus.
- Ability to proactively communicate with a variety of organizations.
- Experience in developing and maintaining effective working relationships with multiple stakeholders to facilitate partnerships.
- Ability to work independently with minimal supervision.
- Organized and able to manage multiple projects simultaneously, with excellent attention to detail.
- Advanced level of proficiency and previous experience in a variety of computer software applications, especially web browsers, MS Word, Excel, and PowerPoint. Experience with ArcPro and GIS applications and Adobe InDesign a plus.

### ANNUAL SALARY

The position is full time at 37.5 hours/week and offers a starting annual salary in the range of **\$68,253 - \$78,491/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. More information about East Central can be found at [www.ecwrpc.org](http://www.ecwrpc.org)*