COUNTY OF ERIE
POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: JANUARY 5, 2016 **CLOSING DATE: JANUARY 20, 2016**

TITLE: PLANNING PROGRAM ADMINISTRATOR-TRANSPORTATION **GRADE: 210 AP**

DEPARTMENT: PLANNING **BARGAINING UNIT: AFSCME Professional**

ENTRY RATE: $17.61 /hour, $34,340 /annual **HOURS PER WEEK: 37.5**

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

This is an advanced level professional position responsible for the coordination, administration and execution of all planning activities within one of four major planning program areas; Coastal Zone Management, Community Development Block Grant, Comprehensive/Land Use Planning, Transportation/MPO. The professional in this class coordinates and performs activities with local, state and federal agencies, in accordance with current Federal and state rulemaking establishing the required decision-making framework and cooperative processes in the applicable planning program area.

The position requires a responsible mature professional who is capable of working independently as well as supervising other staff on various projects as needed. Supervision is received from the Director, with the work being completed requiring final review by the Director for completeness, quality and adherence to established standards. The Director may also assign additional work tasks within any of the four planning program areas.

DUTIES & RESPONSIBILITIES:

Oversees the MPO's Long and Short-Range Planning, Programming, Operations, Public Outreach, and transportation analysis. Represents the MPO in various interagency, national, federal, state, county, and local meetings and activities. Facilitate assistance to members of the Transportation Advisory Committees and Coordinating Committee as needed, including preparation and presentation of staff reports and other necessary correspondence. Represent the MPO on State level and other work groups as directed.

Develop and administer the MPO budget, review program and project budgets and coordinate the request for additional funds for staffing. Direct development of the UPWP, including reviewing, and evaluating work plan progress and products.

Coordinate MPO activities with those of other departments and outside agencies and organizations as required. Direct strategic transportation planning for area, sub-area, and corridor analysis. Applies laws, regulations, policies, and guidelines of local, state, and federal government related to regional transportation planning.

The position involves extensive contact with public officials, local and regional planning commissions, civic groups and associations, and the general public to assist in discussion of plans and policies and in answering questions and seeking cooperation and participation in the planning process, and to assist in providing technical advice and assistance.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

- Comprehensive knowledge of the principles and practices of planning, including knowledge of research methodology (statistical and mathematical techniques).
- An understanding of laws and regulations related to transportation planning and land use.
- Ability to extract, organize, analyze and present data, and express ideas clearly and concisely in oral, written and graphic form.
- High level technical competence with Microsoft software is required.
- Working knowledge of Geographic Information System (GIS) applications is highly desirable.
- Ability to establish and maintain effective working relationships with co-workers, staff of other agencies, public officials and the general public; good judgment and initiative.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

Two years as a Planner; **OR** a Bachelor's degree in planning or a related field and two years of progressively responsible professional planning experience in local, county, or regional planning; **OR** a Bachelor's degree in an unrelated field and three years of progressively responsible professional planning experience, **OR** a Master's degree in planning or a related field and one year of professional planning experience.

AICP Certification Preferred.
Professional Certification may increase pay to 4.2% above the base.

Possession of a valid automobile operator's license; and availability to travel throughout the Commonwealth as required.

STATEMENT OF EMPLOYEE BENEFITS:

Average Annual Benefits & Pension Value:

AFSCME Professional	Single Coverage	Dependent Coverage
	$10,450.00	$21,960.00

*Average paid holidays annually – 14 days
*Average paid vacation for 1st year – 6 days
*Average paid personal days annually – 5 days
*Holidays may vary by bargaining unit