

Job Description



Planner or Senior Planner

Come join our team! The Grand Forks-East Grand Forks Metropolitan Planning Organization is seeking a dynamic, collaborative, and visionary professional to become our newest Planner or Senior Planner. The candidate should have a knowledge of general principles of transportation, research, and analysis; the federal transportation planning process; project development and implementation. The ideal candidate will have the ability to: communicate clearly and effectively, orally and in writing; research and analyze various factors involved in transportation planning; prepare clear, accurate records and reports; establish and maintain highly effective working relationships with staff, managers, community members, business and municipal leaders, and others encountered during work; handle multiple projects simultaneously and use good judgement in prioritizing work assignments; and work independently.

Work Environment and Essential Job Functions (may include, but are not limited to, the following):

- Participate in the preparation, assessment, and update of the long-range transportation plan.
- Manage planning projects; oversee project budget; present findings and recommendations to the MPO Board, City Councils, Planning and Zoning Commissions, and other governmental bodies.
- Coordinate assigned planning activities with outside agencies and contractors.
- Provide staff support to a wide variety of governmental functions; staff various MPO Planning Commission; and ad hoc MPO committee meetings.
- Staff various outside committees; provide detailed information and assist in data collection, writing, and presentations.
- Develops information materials to keep the public informed about the planning progress of the MPO.
- Confidence and poise in dealing with the public in person, on the phone and by e-mail.
- Maintains cohesive project files and documentation.
- Plans, implements, and manages projects and studies, as assigned, including the management of contracted project teams and professional consultants.
- Collects and interprets data and information used to prepare reports and plans.
- Attend and participate in professional group meetings.
- Stay abreast of new trends and innovations in the field of planning.

- Participate in the update of the long range transportation plan for the metropolitan area; that includes the street and highway, transit development, bike and pedestrian elements.
- Review and make recommendations on plans, projects and developments and their consistency with the transportation plan.
- Participate in the conduct and update of transportation studies including the preparation and update of travel demand forecasting models.
- Monitor regional planning concerns; coordinate the implementation of Federal/State mandated programs and issues including housing, air quality, transportation, regional demographic and economic analysis.

Education and Experience:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in urban planning, transportation planning or a related field.
- Possession of, or ability to obtain, an appropriate, valid driver's license.
- Minimum of two years of planning experience or related field is desirable but not required.
- Computer skills including but not limited to Microsoft 365 and hosting on-line meetings.
- Collect, maintains, analyzes, and prepares data/maps using Geographic Information System (GIS) tools. GIS is desired but not required.

Working Conditions

Working Conditions	Details
Hours of work	Typical work week is 8:00AM-5:00PM Monday-Friday. But can be a little flexible with those hours.
Work environment	Typical office environment
Travel requirements	Some travel to a few conferences and/or trainings a year, some are out of state. There are also local meetings outside of the office.
Special conditions or requirements	There are the occasional evening meetings that you are required to attend outside of regular work hours. Such as City Council meetings and Public Input meetings.

How to apply

Please address your resume and a cover letter to Stephanie Halford, Executive Director of the Grand Forks-East Grand Forks Metropolitan Planning Organization. Electronic submissions are preferred and should be sent as a single PDF file to stephanie.halford@theforksmpl.org, with the email subject of

"Planner or Senior Planner." The first review of resumes will be conducted on June 9th, 2023. The position will remain open until filled.

The Grand Forks-East Grand Forks Metropolitan Planning Organization is proud to be an equal opportunity employer.

Compensation and Benefits

Planner (54) \$58,882 - \$88,323 / Senior Planner (63) \$73,535 - \$110,303

2023 BENEFIT SUMMARY

Employer Paid Benefits:

Health Insurance – NDPERS Sanford (PPO)

(75% Employer/25% Employee Premium Split)

Monthly Premium (Valid From July 1, 2021 to December 31, 2023)

Family Plan - \$1,793.86 per month

(Executive Director - MPO pays \$1,793.86/Employee Pays \$0.00)

(Other Employees – MPO pays \$1,345.40/Employee Pays \$448.46)

Single Plan - \$742.06 per month

(MPO pays \$556.54/Employee Pays \$185.52)

Life Insurance – Basic coverage of \$35,000 paid by MPO –

Optional coverage available up to \$400,000;

Dependent coverage for spouse and dependents

Pension Plan – NDPERS – Defined Benefit Plan

Eligible at hire date

(8.26% Employer - 7% Employee – 3 year vesting)

Long Term Disability Insurance – Premium paid by MPO

(90 consecutive day qualifying period.)

Employee Assistance Program – Premium paid by MPO

Worker's Compensation – Premium paid by MPO

Unemployment Compensation – Premium paid by MPO

Post Employment Health Plan (Employer contribution of \$40.00 per mo)

Paid Holidays - 9 per year: (New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day)

Personal Leave Day – 8 hours per year

Bonus Personal Leave – 8 hours given to those employees using less than 8 hours of sick leave in a calendar year

Accruals:

Annual Leave - Begins date of hire with 80 hours 1st year, increasing with each year of continuous Employment

Sick Leave - 112 hours per year - unlimited accrual

Annual Sick Leave Pay Back – After 960 hours of accrued sick leave, the option to cash in accruals in excess of 960 hours at 50% value.

Sick Leave Pay Back – Upon separation of service after five years of employment, 50% of accrual paid to employee.

Under 960 hours paid at current rate of pay; over 960 hours paid at rate at which it was accrued.

Employee Paid Benefits:

Deferred Compensation Program

Flexible Spending Plan

Discounts for Health Club Memberships

Dental Insurance

Vision Insurance (2 year contract)

Tuition Reimbursement - 40% per class reimbursed by City for job relevant classes taken with prior approval.