

**Transportation Planner / Senior Transportation Planner
Eastern Carolina Council**

This vacancy announcement provides notice of a single vacancy that may be filled as either a Senior Transportation Planner or Transportation Planner.

Eastern Carolina Council of Governments (ECC), located in New Bern, NC, is seeking a qualified individual to fill a Transportation Planner or Senior Transportation Planner position, DOE. ECC serves a nine-county region that has a land mass of 5,710 square miles and a population of approximately 650,000 people. The successful candidate will be actively involved in a variety of planning work with a focus on transportation planning. It will require working with local elected officials, staff members, and citizens on a regular basis.

An employee in this class performs technical and professional transportation planning work for the region, with tasks such as attending various regional or state transportation planning meetings, special traffic and corridor studies, various data gathering and analysis; facilitating public hearings or other means of public input; and supporting other staff through technical research and writing. Work includes tasks such as gathering statistics and field data; analyzing data, preparing reports; developing recommendations; preparing GIS data and maps; providing technical assistance to the local government members; planning and participating in various public participation processes; supporting groups and committees made up of citizen and public officials; evaluating programs and preparing and presenting reports; and complying with grant reporting regulations. Work requires considerable knowledge of rural transportation planning and of planning concepts as well as independent judgment and initiative. Position duties may include, but are not limited to:

- Conducts specialized research; gathers and analyzes relevant data; performs special studies such as traffic counts, corridor studies, crash analysis, bicycle and pedestrian facility inventory and assessments, or socioeconomic, demographic and land use inventories.
- Coordinates hosting Rural Transportation Planning Organizations (RPOs) and advising and educating local staff and elected officials in transportation issues and data.
- Coordinates with a variety of local and state transportation officials, elected officials, local government staff, consultants and others on projects and plans.
- Prepares agendas and coordinates with TCC and TAC meetings for RPOs; may attend NCDOT prioritization workgroup meetings to participate in data development and evaluation to determine scoring for potential funding.
- Compiles data for quarterly reports and deliverables to send to NCDOT to ensure reimbursements for RPOs.
- May participate in NCARPO Association meetings, various statewide committee meetings, or other transportation meetings.
- Assists with creation and submission of projects of transportation modes to NCDOT for scoring and potential funding.
- Prepares maps using GIS technology; obtains datasets from various data sources for map creation; maintains and updates multilayer GIS database for communities.
- Serves as a technical advisor to groups such as local governing and planning boards and citizen working groups; makes presentations to groups; supports community events.
- Provides technical assistance to member agency staff.
- Conducts public meetings; facilitates input; provides technical guidance.
- Provides facilitation and mediation services to various groups.
- Assists with preparation of grant applications.

The ideal applicant will be a motivated individual with demonstrated leadership ability and excellent communication, writing, oral presentation, and organizational/time management skills. This position requires the planner to work on a variety of different tasks, often at the same time. Graduation from a four-year college or university with a degree in Transportation, Planning or related field and professional experience in transportation planning work; or an equivalent combination of education and experience.

Master's Degree in relevant field preferred for consideration as a Senior Transportation Planner; or an equivalent combination of education and experience.

The position requires traveling within ECC's nine-county region, attending some evening meetings, and occasional overnight travel. Excellent benefits package including 401k and LGERS. This position is grant funded and is contingent on grant funds. Salary DOQ.

How to Apply

Email completed North Carolina PD-107 application ([available online](#)), letter of interest and resume to Planning Director Larry Faison at lfaison@eccog.org. The position is open until filled. EOE (Equal Opportunity Employer).

About New Bern

ECC's office is located in the heart of downtown New Bern, NC. This scenic riverfront city is centrally located along North Carolina's coast at the union of the Trent and Neuse Rivers. Situated less than an hour from the state's Crystal Coast beaches, New Bern and the surrounding area provide plenty of outdoor recreation opportunities for boating, kayaking, fishing, and swimming. Hiking trails and camping grounds are conveniently located at the nearby 160,000-acre Croatan National Forest. Settled in 1710, New Bern is North Carolina's second-oldest colonial town and is filled with historic charm.