

## FULL TIME JOB POSTING

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| <b>Title</b>                | Transportation Planner  |
| <b>Location</b>             | Delaware-Muncie Metropolitan Plan Commission<br>Delaware County Building Room 206<br>100 W. Main Street<br>Muncie, Indiana  |
| <b>Supervisor</b>           | Kylene Swackhamer : <i>Executive Director</i> - DMMPC   |
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>• Bachelor’s degree in Urban Planning or a related field. An equivalent combination of education, training, and experience will be considered.</li> <li>• Familiarity with road systems throughout the County.</li> <li>• Effective listening, comprehension, and communication skills, both oral and written, with County departments, committee members, the Indiana Department of Transportation (INDOT), and the public.</li> <li>• Proficiency in understanding, memorizing, retaining, and following oral and written instructions, and presenting findings in both oral and written forms.</li> <li>• Competence in providing public access to Department information while maintaining confidentiality.</li> <li>• Skilled in compiling, classifying, analyzing, and evaluating data to make data-driven decisions.</li> <li>• Willingness to occasionally work extended hours and evenings, and to travel out of town for meetings and conferences, sometimes overnight.</li> </ul> |
| <b>Responsibilities</b>     | <ul style="list-style-type: none"> <li>• Assist with traffic count and transportation data collection.</li> <li>• Process reimbursements for invoices.</li> <li>• Manage transportation billing tasks, such as collecting timesheets, processing claims, and preparing progress and financial status reports.</li> <li>• Prepare and submit various documents and reports, including drafting and finalizing copies. Attend review meetings and assist with preparing documents and maps for public use, as well as supporting special studies as needed.</li> <li>• Attend meetings and conferences, including recording and typing minutes.</li> <li>• Ability to apply knowledge of people and locations.</li> <li>• Stay current on national transportation issues and safety factors.</li> <li>• Regularly interact with co-workers, County departments, committee members, INDOT, FHWA, and the public to exchange information and provide services.</li> </ul>   |
| <b>Salary</b>               | \$44,500  |
| <b>Apply</b>                | Send of drop off applications to:<br>Delaware County<br>Human Resources Department<br>100 W. Main St., Room 208<br>*References will be required.  |
| <b>Application Deadline</b> | Applications will be accepted until position is filled.   |