

Broward Metropolitan Planning Organization
Job Description and Qualifications

Job Title	MPO Planner I (Block)
Nature of Work	<p>This is professional and technical planning work assisting with major MPO programs, projects or plans such as: Long range, short range and regional transportation planning; transportation improvement programming; congestion management and corridor planning; multimodal planning; transportation land use planning; and administrative support to meet other state and federal requirements.</p> <p>Work involves assisting in the planning, scheduling, coordinating, implementing and maintaining of a multi-agency planning and/or information program or system. Use of Excel spreadsheets, PowerPoint presentation, GIS is a must. Employees in this class work with relative independence on routine MPO activities, projects and programs and exercise increased initiative in performance of assignments as experience is gained. Supervision and direction is provided by a professional superior who reviews and evaluates work for the attainment of desired results by analysis of work procedures and assistance on difficult problems.</p>
Essential Functions	<ul style="list-style-type: none"> • Assists in the performance of MPO planning activities and operations involving planning, coordinating, implementing and maintaining of an MPO long range, short range or regional transportation planning program; a transportation improvement program; a congestion management or corridor planning program; a multimodal planning program; a transportation land use planning program; or an administrative support activity to meet other state and federal requirements. • Assists in the preparation MPO planning information materials, such as Excel spreadsheets, Prezi/PowerPoint presentation, GIS, etc., to be presented to the general public, governmental agencies and civic organizations. • Collects and analyzes data and reviews and compares reports and information. • Assists in the preparation of MPO staff reports to be presented at MPO Board and Committee meetings and public hearings. • Provides information and assistance to the general public and other governmental agencies. • Performs related work as required.

Knowledge, Skills and Abilities	<ul style="list-style-type: none">• Extensive knowledge of Excel spreadsheets, PowerPoint presentation, GIS and other planning software.• Knowledge of general MPO planning principles and practices.• Knowledge of sources of information, current literature, and recent developments in MPO planning.• Ability to organize and analyze information, and perform planning research.• General knowledge of public administration with particular reference to MPO, state and federal administration.• Knowledge of computer systems and applications.• Ability to communicate effectively both orally and in writing.• Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.
Required Experience and Training	A Master's Degree in urban planning or related field; or any equivalent combination of relevant training and experience.
Salary Range	\$40,000 - \$60,000