

CAMBRIA COUNTY PLANNING COMMISSION (CCPC)  
JOB DESCRIPTION

TITLE: Transportation Planner

GENERAL DESCRIPTION:

Primarily Responsible for the Supervision, Development, and Execution of Various Highway and Transportation Planning Programs and Related Studies for the Commission, Cambria County Metropolitan Planning Organization (MPO), and County Commissioners

SPECIFIC DUTIES INCLUDE BUT NOT LIMITED TO:

1. Strong organizational and communication skills
2. Prepares the County Long Range Transportation Plan and related studies
3. Develops the County's Twelve Year Transportation Program and MPO Transportation Improvement Program (TIP)
4. Prepares the Annual Unified Planning Work Program (UPWP) for Transportation Planning for the Cambria County MPO
5. Researches and prepares documentation for specific work tasks in the UPWP, as well as other special projects assigned by the Executive Director
6. Coordinates quarterly meetings of the Cambria County MPO and holds a position on the MPO Technical Committee
7. Responsible for the following work assignments:
  - a. Area-wide project reviews
  - b. Public participation and outreach
  - c. County Bridge Maintenance Program
  - d. County Highway Performance Monitoring System (HPMS) program
8. Cooperation and partnering with Federal, State, and Local agencies, Municipalities, as well as Elected and Public Officials
9. Writing of technical planning documents, reports, and studies

WORKING CONDITION:

Normal office conditions, plus travel, night meetings, and occasional field work; Partial work from home privileges available. Subject to Personnel Manual regulations.

JOB QUALIFICATIONS:

Organized, self-motivated professional with a Bachelors Degree in Planning or a related field. Must possess excellent written and oral communications, as well as computer skills. Experience in transportation planning preferred.

SALARY RANGE:

\$40,000 - \$50,000 annually, depending on qualifications, as well as an excellent fringe benefit package.