

**Licking County Government**

**Human Resources**

**Notice of Job Opportunity**

**Date Opened: November 15, 2024 Date Closed: UNTIL FILLED**

**Position: Assistant Transportation Planner Agency: Planning & Development**

**Summary:**

Assists Transportation Study Director and Transportation Planners with various planning activities, plans, projects, and documents.

**Minimum Qualifications:**

Associate’s or Bachelor’s Degree in planning or related field or a Bachelor’s Degree in a non-planning field along with experience; or equivalent combination of education and experience. Valid Ohio Driver’s License.

**Additional Qualifications (Agency/Dept. Qualifications):**

Licking County Area Transportation Study is a great team of people that have the privilege of guiding a fast-growing set of central Ohio communities in various facets of development, infrastructure and quality of life. Our team consists of multiple planning professionals that can make a positive impact on our communities through any item connected to multimodal transportation planning including housing programs, transportation planning, land use & environmental controls and community planning. We achieve results through a variety of short, medium and long-term planning efforts. We currently have a professional planning position open and welcome your interest in joining our talented team. The Assistant Transportation Planner position is an entry level position that requires a basic understanding of planning principles. As part of our team, the Assistant Transportation Planner provides support to the senior planning staff on a variety of projects with varying levels of ownership. In addition, the Assistant Transportation Planner will have a focus on data collection, including the vehicular and pedestrian count program. The job duties include executing and supporting assigned planning tasks which may include research of best practices, data collection and analysis, visualization, report writing, presentation and education functions and project development. There is room for growth as the person’s skill set grows. LCATS includes paid training in every position level to assist them in moving up. The ideal candidate will possess the following: Excellent written & verbal communication skills; proficiency in GIS (ArcMap, Web Maps, etc.); a basic knowledge of transportation planning principles and tools; ability to research, collect data and apply information; experience with the Adobe Creative Suite; and the ability to use hand tools (i.e. hammer, wrench, drill, etc.) and to drive and function in a safe manner.

**Hours:** 40 hours per week (8:00 am – 4:30 pm) **Salary:** $22.00 - $27.00 per hour dependent on skill set

**Duties:**

* Demonstrates regular and predictable attendance.
* Promotes and maintains positive and effective working relationships and promotes good public relationships as a representative of Licking County Government.
* Understanding of planning principals
* Assist with routine and regular project management responsibilities and conducts professional planning work; manages routine po1tions of projects and programs with minimum supervision.
* Assists in developing and maintaining LCATS data; works on transportation projects; assists in developing data and applications for planning and transportation partners.
* Utilizes various software and application tools for transportation plans and studies focusing on safety, security, short-range planning, long-range planning, environmental, and land use/transportation interface.
* Collects and assists in analyzing data, preparing reports and graphic displays for transportation related topics. Assists in performing analysis and reviews of data for the region.
* Assists with the review of development projects, research, written documents, provide customer service, site inspections & data gathering.
* Address routine planning functions across disciplines and modes under direction of senior staff.
* Aids in long-range transportation plan development.
* Assists to implement unified planning work programs.
* Assists with federal, state, and local public officials’ staff, entities, and consultants in conducti ng local and regional transportation studies.
* Assists with written and oral presentations to public officials, depa1tment heads, constituents, and general public on transportation related topics.
* Meets all job safety requirements and all applicable OSHA safety standard s that pertain to the essential functions of the position and all agency safety procedures.
* Remains informed of current developments and procedures pertinent to duties; may be required to attend seminars/training.
* May be required to travel out of state for training.

**Application Procedures:** Submit the completed application, resume, and cover letter to the Licking County Human Resources Department, 20 South Second Street, 3rd Floor, Newark, Ohio 43055. Applications can be obtained in person in the Human Resources Department between 8:00 a.m. and 4:30 p.m. daily or printed from the website at [www.lickingcounty.gov](http://www.lickingcounty.gov). Successful candidates will be subject to Licking County’s pre-employment drug screen. Licking County is an Equal Opportunity Employer.