



Planner I

Sarasota/Manatee Metropolitan Planning Organization
Established Date: 6/1/2017
Revision Date: 10/5/2021

General Information:

Working with the MPO planning team, this exempt, professional position is responsible for providing both general and project-specific multi modal transportation planning and technical support to local units of government within the metropolitan planning area.

Planner I position involves professional- level duties and judgment, and fewer routine administrative tasks. This position level receives considerable immediate supervision from senior planners and supervisors.

Working Conditions:

Work is performed in a standard office environment and involves light physical demands and frequent use of personal computers. Lifting equipment up to 25 lbs. alone and up to 50 lbs. with assistance. Attend outside and night meetings as requested at partner and project sites. Field work may be performed with exposure to weather conditions, dust, dirt, noise, traffic, exhaust fumes, and moving equipment. Ability to walk and/or bike up to five miles.

Job Duties:

Essential Functions:

These are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position.

Serves as liaison to local jurisdictions by providing data analysis; project review, analysis, support, and monitoring; and board and staff support.

Assists with development of Project Priorities, Transportation Improvement Program (TIP), Public Participation Plan, Long Range Transportation Plan (LRTP), and other transportation planning products.

Participates in collection, maintenance, and analysis of transportation system performance data to develop and report on performance measures and targets and work with planning team to report system performance.

Attends meetings of MPO board, advisory committees, and transit agencies. Prepare agendas, reports, and supporting material; give presentations as assigned; and respond to direction of board and committees.

Works with planning team and local transit partners to support transit objectives and to prepare transit reports and grant documents.

Supports public involvement in transportation planning activities by responding to citizen inquiries, attending community meetings, and making presentations to outside agencies, community groups, and the general public as requested.

Applies multi modal methods to transportation planning activities, perform transportation research, and prepare, produce, and present reports.

Minimum Qualifications:

Bachelor's degree in an analytical field such as Transportation Planning, Urban/Regional Planning, Political Science, Sociology, Geography, Public Administration, Business Administration, or a related field. At least two years of related experience in the areas of federal, state, or local planning and/or working with government agencies and community groups is required. A Master's degree in Urban/Regional Planning is preferred. Equivalent combinations of education and experience may be considered.

Knowledge, Abilities and Skills:

Knowledge of the principles, practices, and objectives of multi modal transportation planning.

Excellent written, oral, and interpersonal communication skills and persuasiveness necessary to influence, motivate, and inform.

Experience with proposal and/or grant development, writing, management, and reporting.

Ability to handle multiple projects at the same time and perform duties effectively and efficiently in a high stress, fast paced environment.

Ability to achieve objectives through teamwork in a deadline-driven environment, handling multiple tasks in an organized and efficient manner.

Proficient in Microsoft Office Suite and ADOBE Creative Suite. Mapping, GIS, and graphic applications experience desired.

Field work requires reliable transportation, a valid Florida driver's license, and a good driving record.



Planner II

Sarasota/Manatee Metropolitan Planning Organization
Established Date: 6/1/2017
Revision Date: 10/5/2021

General Information:

Working with the MPO planning team, this exempt, professional position is responsible for providing both general and project-specific multi modal transportation planning and technical support to local units of government within the metropolitan planning area. The planner is expected to possess in-depth knowledge within one or more planning specialties such as but not limited to transit planning, safety/security planning, or bicycle and pedestrian planning.

Although senior planners and supervisors closely review the work of the Planner II, planners at this level receive somewhat less immediate supervision.

Working Conditions:

Work is performed in a standard office environment and involves light physical demands and frequent use of personal computers. Lifting equipment up to 25 lbs. alone and up to 50 lbs. with assistance. Attend outside and night meetings as requested at partner and project sites. Field work may be performed with exposure to weather conditions, dust, dirt, noise, traffic, exhaust fumes, and moving equipment. Ability to walk and/or bike up to five miles.

Job Duties:

Essential Functions:

These are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position.

Serves as liaison to local jurisdictions by providing data analysis; project review, analysis, support, and monitoring; and board and staff support.

Assists with development of Project Priorities, Transportation Improvement Program (TIP), Public Participation Plan, Long Range Transportation Plan (LRTP), and other transportation planning products.

Assists in the development of project scopes and verifies contract compliance, invoicing, and deliverables.

Manages planning studies with less supervision and reports progress directly to supervisor.

Participates in collection, maintenance, and analysis of transportation system performance data to develop and report on performance measures and targets and work with planning team to report system performance.

Identifies community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning that supports and improves the overall performance measures and targets.

Attends meetings of MPO board, advisory committees, and transit agencies. Prepare agendas, reports, and supporting material; give presentations as assigned; and respond to direction of board and committees.

Works with planning team and local transit partners to support transit objectives and to prepare transit reports and grant documents.

Supports public involvement in transportation planning activities by responding to citizen inquiries, attending community meetings, and making presentations to outside agencies, community groups, and the general public as requested.

Applies multi modal methods to transportation planning activities, perform transportation research, and prepare, produce, and present reports.

Minimum Qualifications:

Bachelor's degree in urban/regional planning, transportation planning or a closely related field; such as Public Administration and Economic Development with four (4) years progressively responsible local, state, or federal planning experience. Master's degree in one of the specified fields with professional experience of at least two (2) years. Must possess a valid Florida driver's license. Equivalent combinations of education and experience may be considered.

Knowledge, Abilities and Skills:

Knowledge of the principles, practices, and objectives of multi modal transportation planning.

Excellent written, oral, and interpersonal communication skills and persuasiveness necessary to influence, motivate, and inform.

Experience with proposal and/or grant development, writing, management, and reporting.

Ability to handle multiple projects at the same time and perform duties effectively and efficiently in a high stress, fast paced environment.

Ability to achieve objectives through teamwork in a deadline-driven environment, handling multiple tasks in an organized and efficient manner.

Proficient in Microsoft Office Suite and ADOBE Creative Suite. Mapping, GIS, and graphic applications experience desired.

Field work requires reliable transportation, a valid Florida driver's license, and a good driving record.



Senior Planner – Planner III

Sarasota/Manatee Metropolitan Planning Organization
Established Date: 6/1/2017
Revision Date: 11/9/2021

General Information:

Performs advanced professional work related to variety of transportation planning assignments of a metropolitan planning organization. Planners at this level exercise greater independence and judgment, receiving general supervision from senior management within the framework of Federal and Florida State laws, policies, rules, and procedures.

Working Conditions:

Work is performed in a standard office environment and involves light physical demands and frequent use of personal computers. Lifting equipment up to 25 lbs. alone and up to 50 lbs. with assistance. Attend outside and night meetings as requested at partner and project sites. Field work may be performed with exposure to weather conditions, dust, dirt, noise, traffic, exhaust fumes, and moving equipment. Ability to walk and/or bike up to five miles.

Job Duties:

Essential Functions:

These are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position.

Support in the development of Project Priorities, Transportation Improvement Program (TIP), Long Range Transportation Plan (LRTP), and other MPO transportation planning products.

Performs and/or manages complex local or regional planning studies, research, and analyses.

Manages collection, maintenance, and analysis of transportation system performance data to develop performance measures and targets and report system performance.

Supports transportation planning activities with all applicable county/city/modal departments in the Sarasota-Manatee area.

Coordinates required activities with the Florida Department of Transportation, Federal Highway Administration and Federal Transit Administration including plan approvals, mandated documents, and certifications.

Support in the development of project scopes and verifies contract compliance, invoicing, and deliverables.

Attends meetings of MPO board, advisory committees, and transit agencies. Supports in the preparation of agendas, reports, and supporting material; give presentations as deemed necessary; and respond to direction of board and committees.

Represents the organization in the community and supports the public participation plan.

Minimum Qualifications:

Bachelor's degree in urban/regional planning, transportation planning or a closely related field; such as Public Administration and Economic Development with five (5) years progressively responsible local, state, or federal planning experience. Master's degree in one of the specified fields with professional experience of at least three (3) years. Must possess a valid Florida driver's license. Equivalent combinations of education and experience may be considered.

Knowledge, Abilities and Skills:

Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, econometric or transportation modeling, database management, or GIS.

Knowledge of local, State and Federal requirements applicable to transportation planning.

Knowledge of modern principles and practices of regional transportation planning process.

Knowledge of modern methods of collection and analysis of planning and engineering data.

Knowledge of principles, practices, and trends of transportation planning and development.

Ability to address elected and non-elected public officials, civic organizations and other community organizations to present ideas and findings clearly and concisely in writing and orally.

Ability to exercise mature judgement and to make independent decisions in accordance with established policies and procedures.

Ability to handle multiple projects at the same time and perform duties effectively and efficiently in a high stress, fast paced environment.

Ability to achieve objectives through teamwork in a deadline-driven environment, handling multiple tasks in an organized and efficient manner.

Ability to establish and maintain an effective working relationship with employees, officials, and the public.

Ability to successfully combine professional judgements and political realities.

Ability to understand and interpret plans.

Ability to understand and interpret applicable legislation, rules and regulations.