

**South Central Region Council of Governments
Job Description**

Job Title	Transportation Planner-GIS/Data Manager
Department	Transportation
Category	Full-Time
FSLA	Exempt
Report to:	Director of Transportation & Principal Transportation Planner
Supervises:	n/a

Position Summary/Purpose:

The Transportation Planner – GIS/Data Manager is responsible for the collection, analysis, and interpretation of transportation data. This role includes the development and management of the region’s Geographic Information System (GIS). The Transportation Planner will have knowledge of transportation planning principles, data collection and analysis, and community engagement. The Transportation Planner works closely with federal, state, and local agencies, as well as other stakeholders, to ensure that the transportation planning process addresses the needs of the community and complies with applicable regulations.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- **Transportation Planning:** Participate in the development, implementation, and evaluation of transportation plans and programs, such as the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), and Unified Planning Work Program (UPWP).
- **Data Collection and Analysis:** Collect, analyze, and interpret transportation data, such as traffic counts, crash data, travel demand forecasts, and land use information, to inform planning decisions and develop recommendations. Management of GIS services and products to support agency projects and work.
- **Public Engagement:** Assist in the development and implementation of public participation strategies, ensuring that the transportation planning process is transparent, accessible, and responsive to the needs of the community.
- **Technical Support:** Provide technical assistance to SCRCOG staff, member agencies, and other stakeholders on transportation planning issues, such as project prioritization, funding, and regulatory compliance. Create maps, charts, and other cartographic products. Create, integrate, and maintain databases and datasets.
- **Policy Research:** Research and analyze transportation policies, best practices, and emerging trends to inform the development of innovative and effective solutions to transportation challenges.

- **Multimodal Planning:** Assess and incorporate various modes of transportation, such as public transit, walking, biking, and freight, into the transportation planning process to promote a balanced and sustainable transportation system.
- **Environmental and Social Considerations:** Evaluate the potential environmental, social, and economic impacts of transportation plans and projects, and develop strategies to mitigate any negative effects.
- **Performance Measurement:** Develop and track performance measures to evaluate the effectiveness of transportation plans, programs, and projects, supporting data-driven decision-making and continuous improvement.
- **Coordination and Collaboration:** Work closely with other SCRCOG departments and programs, such as GIS, modeling, and environmental planning, to ensure a comprehensive and integrated approach to transportation planning.
- **Grant Management:** Assist in identifying, applying for, and managing transportation planning grants, ensuring compliance with grant requirements and reporting.
- **Reporting and Documentation:** Prepare and present reports, technical documents, maps, and other materials to communicate transportation planning findings, recommendations, and progress to decision-makers, stakeholders, and the public.
- **Professional Development:** Stay up to date with the latest transportation planning theories, techniques, and tools, and participate in relevant training and workshops to continually enhance professional expertise.
- **Stakeholder Engagement:** Build and maintain strong working relationships with federal, state, and local agencies, elected officials, community groups, and other stakeholders to facilitate communication and collaboration in the transportation planning process.
- Provides technical support for data and mapping for agency staff and member municipalities.
- Assists in the development of the monthly agenda for the Transportation Committee meetings, including minutes, amendments, resolutions, etc.
- Assists in the preparation and distribution of the SCRCOG Board, Executive Committee, meeting agendas and minutes.

Other Functions:

- Attending SCRCOG Board meetings as well as SCRCOG-related meetings with municipal, state and federal entities;
- Attending meetings, conferences, workshops, and training sessions to enhance knowledge and skills;
- Identifying opportunities for and providing technical informational and planning assistance to member municipalities; collaborating with adjacent Councils of Governments as needed;
- Assisting the Director of Transportation Planning and Executive Director and other transportation staff as needed or directed.

Minimum Required Qualifications:

Education, Training and Experience:

To be considered, applicants must have a bachelor's degree from an accredited university in geography, geographic information systems (GIS), data science, urban or regional planning or a related field, 1-3 years of professional experience in a transportation planning-related organization is desired; or any equivalent combination of education, training and work experience.

Special Requirements:

Must have and maintain: Valid CT Driver's License

Knowledge, Ability and Skill:

- Principles and practices of planning including an understanding of key current transportation, land use, and environmental related planning concepts.
- Knowledge of Connecticut municipal operations
- Research methods and analysis and data analysis & data management skills
- Project development, implementation, and management.
- Expertise of Geographic Information Systems (GIS), data analysis, and transportation modeling for planning purposes.
- Research and analyze current trends in regional planning and services.
- Communicate clearly and effectively orally and in writing, including the editing, oversight, or preparation of technical reports, and the presentation of information.
- Coordinate and facilitate meetings both in person and hybrid.
- Establish and maintain effective working relationships with SCRCOG Board, staff, municipal leaders, federal and state agencies, and other community stakeholders.
- Organize, coordinate, and prioritize multiple project assignments.

Job Environment:

Office work is performed in a moderately quiet office. Field work is performed outdoors in all weather conditions and often on uneven, wet terrain, including construction sites and undeveloped lands.

Requires the operation of a vehicle, the operation of telephones, computers including an advanced GIS program, copiers, facsimile machines, and other standard office equipment.

Makes constant and periodic contact with Regional, State and Federal agencies, departments and organizations; municipal departments and staff, residents, developers, attorneys, consultants commission members, engineers, surveyors, architects, archaeologists, and the general public. Communication is frequently in person, by telephone, fax, email, and in writing. Contacts require confident, tactful presence and calm demeanor.

Errors in judgment or omissions could result in delay in service, injury to self, rework and legal ramifications and potential liability and loss of funds.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-Driving		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing			X	
Using hands/fingers to handle/feel/type				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Smelling	X			
Bending, pulling, pushing -filing		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X	X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)				X

Moderate noise (computer, light traffic)		X		
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

Close vision (i.e. clear vision at 20 inches or less)

Distance vision (i.e. clear vision at 20 feet or more)

Color vision (i.e. ability to identify and distinguish colors)

Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)

Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)