

**MAJOR FUNCTION**

The Capital Regional Transportation Planning Agency (CRTPA) Planner is a part-time professional planning position that supports the development and maintenance of the core programs and documents of the CRTPA through a focus on public involvement efforts. These efforts include the Public Involvement Plan Process (PIPP), Transportation Improvement Program (TIP), Long Range Transportation Plan and the agency's social media presence. Work is performed under the supervision of the CRTPA Planning Manager who reviews the work for conformance with established standards and practices.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

This position is responsible for assisting in the development and implementation of the public involvement efforts associated with the CRTPA's core programs and initiatives. The position works closely with the MPO Programs Manager in identifying opportunities to implement and further the agency's public involvement activities. The position will assist in the update of CRTPA's Public Involvement Plan Process (PIPP) documentation within FDOT and FHWA guidelines and will assist in the identification of best practices into the process as necessary. This effort also includes developing methods to measure the effectiveness of the CRTPA's overall public involvement efforts. The position will identify opportunities for both meeting and expanding the agency's public involvement efforts and presence. Such efforts will focus on enhancing the agency's social media presence in a manner that reflects innovative public involvement. In addition to assistance in the update of the CRTPA PIPP, the position will work on developing and implementing public involvement efforts associated with the agency's Transportation Improvement Program, Priority Project Lists, Bicycle and Pedestrian projects, Long Range Transportation Improvement Program and the region's Community Traffic Safety Teams. Furthermore, the position assists in development and implementation of CRTPA planning projects.

**Other Important Issues**

Attends meetings of the CRTPA Board, Executive Board meetings and other regional transportation planning partner meetings as necessary. This position may require participation in community public engagement activities to support the CRTPA's mission.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable technical knowledge of the Metropolitan Planning Organization (MPO) process, including statistical analysis and spatial analysis for planning studies. Knowledge of the inter-relationships between planning and other physical and social planning activities. Ability to communicate effectively orally and in writing. Skill in the use of microcomputers and the programs and applications are necessary for successful job performance.

**Minimum Education and Experience**

Possession of a bachelor's degree in urban planning, transportation engineering, transportation planning or a related field; and one year of transportation planning experience; or an equivalent combination of education and experience.

**Necessary Special Requirements**

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment.

Established: 02-05-20