

NOACA Job Description

NOACA is an Equal Opportunity Employer

Position: Planner III	Division:
Title: Transportation and/or Environmental Planner	Salary Range: Minimum \$48,187 – commensurate with experience
Job Description: This position involves the application of advanced planning skills to assigned tasks, under moderate supervision in an office environment. The Planner III is an advanced-level position under direct supervision. The Planner III is responsible for handling tasks and/or larger projects or sub-projects, as assigned. The Planner III must be able to develop, with the supervisor, a work plan for any task or project assigned. The Planner III may work on transportation and/or environmental planning efforts, as assigned at the time of hire, in furtherance of the mission of the Northeast Ohio Areawide Coordinating Agency (NOACA) as a metropolitan planning organization (MPO) and areawide water quality management agency.	
Duties and Responsibilities: The duties and requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform this job. To be considered for this position, an individual must be able to perform each duty in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.	
Technical: <ul style="list-style-type: none"> • Performs research, planning, evaluation, and report-writing as directed on one or more assigned tasks, sub-projects, or projects. • Designs studies, tasks, sub-projects, and projects, as required. 	
Specific: <ul style="list-style-type: none"> • Possesses an advanced knowledge of transportation and/or air quality and/or water quality issues. • Has an advanced understanding of transportation and/or air quality and/or water quality federal requirements and procedures. • Has advanced ability to use relevant software programs and has the ability to learn new software quickly. • Shows development of more advanced capabilities to research, plan, evaluate, and report. • Monitors budget at task and project level. • Prepare draft project goals and objectives, as required. • May manage one Overall Work Program (OWP) project, as assigned. 	
General: <ul style="list-style-type: none"> • Manages assigned tasks, sub-projects, and projects. • Collects/analyzes/inputs data. • Designs and maintains databases. • Prepares reports/documents/records. • Presents project-related information to NOACA Board, Committees and/or outside, organizations as required by the position. • Mentors Planners I and II, as assigned. • Attends work-related meetings inside and outside of the agency offices, as directed. • Engages in minimal travel within the state and the continental U.S., as directed. • Works under supervision alone or in groups on assigned tasks. • Works on special projects as required. • Performs other duties deemed appropriate. 	
*Credentials and Experience: <ul style="list-style-type: none"> • Bachelors Degree in appropriate field, plus five years of relevant planning experience. Masters Degree may be substituted for one year of experience. <p><u>Must be legally able to work in the United States</u></p> <p>*Minimum Requirements</p>	Knowledge, Skills and Abilities: <ul style="list-style-type: none"> • Advanced skills in application of Microsoft Office software and other planning software • Advanced skills in application of ESRI GIS software • Research skills • Written and verbal communication skills • Planning and organizational skills • Management and leadership abilities