NOACA Job Description

NOACA is an Equal Opportunity Employer

Position: Principal Planner
Division: Planning
Title: Principal Transportation and/or Environmental Planner
Salary Range: Minimum $73,375 – commensurate with experience

Job Description:
This position involves the ability to design, manage, and perform highly technical planning programs and projects, requiring the consistent exercise of judgment and discretion, working independently under the direction of a division director. The Principal Planner is responsible for managing programs, including developing a work plan and a budget, if needed, for any program assigned. The Principal Planner may also be responsible for managing and/or mentoring staff, as assigned. The Principal Planner is responsible for implementing agency goals and objectives at the program level. The Principal Planner may work on transportation and/or environmental planning efforts, as assigned, 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:
- Performs and manages advanced research, planning, evaluation, and report-writing as directed on one or more assigned programs.
- Identifies and proposes new planning efforts/approaches.
- Designs highly technical programs and projects.
- Coordinates programs and projects.

Specific:
- Has 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 mentors others in such use.
- Develops, proposes, and monitors budgets at program level.
- Prepares draft program goals and objectives, as required.
- Manages one or more Overall Work Program (OWP) programs, as assigned.
- Identifies and proposes new planning efforts/approaches.
- Designs highly technical programs and projects.
- Coordinates programs and projects.

Management:
- Manages one or more lower-level Planners, as assigned, in coordination with one division director.
- Develops, maintains, and oversees compilation of a complete, accurate, and coordinated sub-division level work plan that complies with metropolitan planning agency requirements for integration with the OWP.
- Develops, maintains, and oversees development of a comprehensive budget supportive of the identified sub-division level work plan.
- Makes sound decisions in a timely manner and resolves difficult problems with effective solutions, exercising discretion and independent judgment with respect to matters of agency significance.

General:
- Represents NOACA at meetings inside and outside of NOACA offices on work-related and policy issues, as directed.
- Manages the collection/analysis/input of data, database design, and maintenance.
- Designs and maintains databases, and mentors others on same.
- Prepares and reviews reports/documents/records.
- Prepares and reviews program goals and objectives.
- Prepares and reviews draft study designs.
- Presents project-related information to NOACA Board, Committees and/or outside, organizations as required by the position.
- Engages in minimal travel within the state and the continental U.S., as directed.
- Works independently, under one division director.
- Works on special projects as required.
- Performs other duties deemed appropriate.

*Credentials and Experience:
- Bachelors Degree in appropriate field plus ten years of relevant planning experience. Masters Degree may be substituted for two years of experience.
- Must be legally able to work in the United States

*Minimum Requirements

Knowledge, Skills and Abilities:
- Extensive experience with Cube/Voyager or other travel forecasting software (such as TransCAD, VISUM, EMME, etc.);
- Experience in the use and application of EPA’s MOVES model;
- Proficiency in the use of at least one computer/database programming language (such as JAVA, C++, Python, VB, SQL, etc.);
- Experience in the use and interpretation of micro-simulation models (such as DynaSt, VISSIM, CORSIM, Synchro, etc.), considered a plus;
- Experience with ESRI GIS software;
- Strong quantitative and interpretive abilities;
- Strong written and verbal communication skills;
- Research skills;
- Proven management and leadership abilities;
- Planning and organizational skills