**NOACA Job Description**

NOACA is an Equal Opportunity Employer

<table>
<thead>
<tr>
<th>Position:</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planner I</td>
<td>Transportation Planning &amp; Engineering Division</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title:</th>
<th>Salary Range:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Modeler</td>
<td>Minimum $42,156 – commensurate with experience</td>
</tr>
</tbody>
</table>

**Job Description:**

This position involves learning and applying basic transportation modeling and planning skills to assigned tasks, under close supervision in an office environment. The Planner I is an entry-level position under direct and continuous supervision. The Planner I is responsible for learning the skills needed to perform assigned tasks and assisting other staff members with assigned tasks. The Planner I may work on transportation modeling and/or transportation 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:**
- Is familiar with modeling software packages such as CUBE/ Voyager, VISSIM, etc.
- Performs research, planning, evaluation, and report-writing as directed on one or more assigned tasks.

**Specific:**
- Possesses a basic knowledge of transportation planning and/or air quality issues.
- Is familiar with the use of relevant software programs.
- Develops more advanced capabilities to research, plan, evaluate, and report.

**General:**
- Assists in collecting/analyzing/inputting data.
- Assists in preparation of reports/documents/records.
- 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:**

- Bachelor's Degree in appropriate field plus one year of relevant planning experience. Masters Degree may be substituted for one year of experience.
- Must be legally able to work in the United States

**Knowledge, Skills and Abilities:**

- Familiarity with Microsoft Office software
- Basic knowledge of ESRI GIS software
- Research skills
- Written and verbal communication skills
- Planning and organizational skills
- Aptitude for technical or computer based applications

*Minimum Requirements*