

WE ARE HIRING!

LTE – Special Projects Planner

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Part-time salaried position

APPLICATIONS

Application Deadline: Position will remain open until filled

Anticipated Position Duration: June 1, 2024 – December 31, 2024

Interested applicants should submit an employment [application](#), cover letter, and a resume to: Leann Buboltz

Administrative Coordinator at lbuboltz@ecwrpc.org;

Subject Line: LTE Special Projects Planner Position

A confirmation email will be sent upon receipt of application materials.

SUMMARY

The East Central Wisconsin Regional Planning Commission seeks an experienced professional in the field of transportation for its LTE – Special Projects Planner position. The Special Projects Planner will be a limited-term employee responsible for assisting with the development of the Complete Streets Guidebook, the Safe Routes to School Program, and other transportation and GIS projects as necessary.

BACKGROUND

The East Central Wisconsin Regional Planning Commission (ECWRPC) serves communities and counties within a seven-county region in northeastern Wisconsin. The core program areas of the Commission include Regional Comprehensive Planning, Transportation Planning, Economic Development Planning, Water Quality Management, and the NR-135 Non-Metallic Mining Reclamation Program. The Commission serves as the region’s federal Economic Development District, the Metropolitan Planning Organization (MPO) for Appleton (Fox Cities) and Oshkosh, and staff for the Fond du Lac MPO.

KEY RESPONSIBILITIES

- Reports to the Executive Director and Deputy Director and works with the Wisconsin Department of Transportation, Federal Highway Administration, and Federal Transit Administration, develop and implement transportation deliverables.
- Develop a Complete Streets Guidebook to be utilized by the East Central staff, municipalities, and Counties as a guide for developing applications for the Transportation Alternatives Set Aside Program.
- Collects and analyzes qualitative and quantitative data, and prepares analytical analyses, presentations, graphics, and reports.
- Conducts presentations on planning projects with partner organizations.
- Ensures agency compliance with relevant local, state, and federal laws and regulations, particularly those related to transportation planning programs.

QUALIFICATIONS

- Bachelor's degree in urban and regional planning, geography, economics, public administration, or a related field is required. Alternatively, a master's degree in urban and regional planning, geography, economics, public administration, or a related field is a plus.
- Knowledge of urban planning and transportation as well as local government policies and procedures.
- Organized and can manage multiple projects simultaneously with excellent attention to detail.
- Must possess strong interpersonal skills to develop good working relationships at various levels and able to resolve conflicts effectively.
- Experience in grant administration, grant application review, and reporting.
- Strong communication skills, including verbal and written communication.
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- Self-motivated, creative, and energetic.
- Advanced level of proficiency and previous experience in a variety of computer software applications, especially Microsoft Word, Excel, and PowerPoint.
- Experience with ArcPro and GIS applications a plus.

ANNUAL SALARY AND BENEFITS

This position is part-time at approximately 25 hours/week and offers compensation in the range of \$28.00-\$34.00/hour (depending on experience and qualifications). This position is not eligible for benefits.

East Central Wisconsin Regional Planning Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. More information about East Central can be found at www.ecwrpc.org