



September 22, 2022

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application. This posting can be viewed and an application downloaded from our website at [www.centrecountypa.gov](http://www.centrecountypa.gov).

### PLANNER — TRANSPORTATION

PC #11

#### Position Overview

**Department:**

Planning  
Willowbank Building, 3rd Floor  
420 Holmes Street  
Bellefonte, PA 16823

**Base Pay:**

Salary Grade: 10  
\$23.38/hour  
Non—Exempt

**Shift Available:**

Full—Time (37.5 Hours)  
8:30am-5:00pm

**Required Education:**

- Bachelor's degree in planning or related field , masters degree preferred.
- Must have general knowledge of ArcGIS Pro, Microsoft Word, Excel, and preferred computer training related to PennDot Performance measure systems.

**Required Experience:**

- One (1) year of related experience or equivalent combination of education and experience may be considered for the position.

**Special Requirements**

- Must possess a valid Pennsylvania driver's license and a willingness to travel as needed.

**Applications:**

Applications for this position will be accepted **until a suitable candidate is selected.**

#### Summary of Job Functions

- Serves as staff for the Centre County Metropolitan Planning Organization (CCMPO).
- Provides staff support to the CCMPO Coordinating and Technical Committees, including the preparation of meeting agendas and reports, and providing presentations at these meetings.
- Conducts transportation studies, plans, researches and participates in all phases of the CCMPO work program.
- Assists in the preparation and update of the CCMPO, Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP).
- Participates in statewide transportation planning projects and initiatives.
- Reviews transportation improvement projects, evaluates impacts on existing and future road networks, and makes recommendations for action.
- Prepares comments on the design of local transportation facilities and infrastructure.
- Assists in the preparation of grant applications, administration of grants, and project management and implementation.
- Participates in review of subdivision and land development plans, analysis of traffic impact studies.
- Attends CCMPO Coordinating and Technical committee meetings, Centre County Planning Commission meetings, regional planning commission meetings and other meetings as directed.
- Provides information to other governmental agencies, elected officials, the public, and the media.
- Assists with special planning/design tasks as requested by the Commissioners, County Administrator, Planning Director, Assistant Planning Director and/or CCMPO Principal Transportation Planner.
- Coordinates writing, layout, and publication of reports, grant applications, print, and web communications.
- Preparation of quarterly timesheets, invoices, and progress reports to PennDOT.
- Provides updates to CCPDCO County web pages, agendas, and minutes for staff as needed
- Plans and coordinates events, workshops, and presentations as necessary related to County and CCMPO programs.
- Monitors options for use of the Local Transportation Project Funding Programs.
- Facilitates/manages the solicitations of annual Liquid Fuels Applications.
- Monitors legislative and regulatory announcements. other job-related duties as required.

**Equal Opportunity Employer**