

NOACA Job Description

NOACA is an Equal Opportunity Employer

Position: Principal Planner	Division:
Title: Principal Transportation or Environmental Planner	Salary Range: Minimum \$80,000 – 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 either transportation 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:

- 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.
- Has an advanced, detailed understanding of NOACA's overall mission and responsibilities, including larger scale plans such as Regional Strategic Plan, Long-Range Transportation Plan, Water Quality Management Plan, or other applicable plans.
- Works cooperatively with the United States Department of Transportation, the United States Environmental Protection Agency, the Ohio Department of Transportation, the Ohio Environmental Protection Agency, local agencies, and local governments regarding transportation and/or environmental planning issues, as appropriate.

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:**

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- Bachelors Degree in appropriate field plus ten years of relevant planning experience. Masters Degree may be substituted for one year of experience

Must be legally able to work in the United States

*Minimum Requirements

Knowledge, Skills and Abilities:

- Advanced understanding and application of Microsoft Office software and other planning software
- Advanced understanding and application of ESRI GIS software
- Research skills
- Written and verbal communication skills
- Planning and organizational skills
- Proven management and leadership abilities

Special Requirements: