



## **JOB ANNOUNCEMENT AND POSITION DESCRIPTION**

The Southern Oklahoma Development Association (SODA) seeks a highly motivated, skilled, self-starting professional to fill the key position of **Transportation Planning Director**. This position would begin around October 1, 2020. The Transportation Planning Director will lead the South Central Regional Transportation Planning Organization (SCRTPO), a new division of the Southern Oklahoma Development Association (SODA). SCRTPO administers the regional transportation planning for the ten-county SODA service area in south, central Oklahoma.

### **POSITION DESCRIPTION**

The primary responsibility of this position is to provide support for long-range planning activities, assist in research studies, data gathering and analysis, undertake public outreach programs and assist in preparing planning documents. The Planner will coordinate regional meetings for transportation planning activities. The ideal candidate must have high standards for detail and accuracy, as well as be innovative and resourceful.

### **DUTIES AND RESPONSIBILITIES**

- Carries out planning projects involving complex technical analysis and policy development for a broad spectrum of interested parties.
- Executes work programs for projects that have a high level of impact on the region as a whole.
- Coordinates the development of the Planning Work Program (PWP and Long-Range Transportation Plan (LRTP) with representatives of the state transportation agency, local stakeholders, and state and local officials.
- Analyzes short-range transportation data and coordinates the development of regional performance measures and targets.
- Performs field work related to all aspects of transportation planning including photo inventories, grant assessments, data gathering, site assessments, and after-action reviews.
- Utilizes geographic information systems (GIS), computer modeling and other technical tools, as necessary. Collaborates with the GIS team.
- Assists in the coordination of meetings, agendas, presentations and related items.
- Provides input into and contributes to all relevant transportation planning documents.
- Prepares and implements community engagement strategies including development of innovative collaborative methods for the greatest collective community impact.

### **QUALIFICATIONS AND PREFERENCES**

- Degree from an accredited four-year college or university in urban and/or regional planning, architecture, environmental studies, geographic information systems or closely related field is a plus.
- One or more years related experience and/or training or equivalent combination of education and experience is preferred
- Ability to utilize Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and various social media platforms (Facebook, Twitter, Instagram, LinkedIn). Experience with or an understanding of GIS software is a plus.
- Excellent verbal and written communication skills and demonstrated ability to work in a team structure with diverse groups of people.

To apply, please mail or email a cover letter outlining qualifications and a resume to Brenda McCarty, Human Resources, P.O. Box 709, Durant, OK 74702-0709 or email [bmccarty@soda-ok.org](mailto:bmccarty@soda-ok.org).