



## NOTICE OF VACANCY

**Position Title:** Planner  
**Location/Department:** Transportation Coordinating Committee  
Springview Government Center, 3130 E. Main Street, Springfield  
**Supervisor:** Scott Schmid, Transportation Director  
**Pay Range:** \$36,000 - \$60,000 Annually  
**Classification:** Full-time, Classified, Non-exempt  
**Date Issued:** July 24, 2018  
**Application Deadline:** August 10, 2018, at 4:30 p.m.

### INSTRUCTIONS:

Applicants interested in the above named position are to submit an employment application and a resume and a letter of interest to the Clark County Personnel Office, c/o Springview Government Center, 3130 East Main St., Springfield, Ohio 45505 or fax to (937) 328-2486, or email [hr@clarkcountyohio.gov](mailto:hr@clarkcountyohio.gov). Please be sure to specify skills and experience applicable to the position for which you are applying. Applications may be obtained in the Clark County Personnel Office located at Springview Government Center, 3130 E. Main St., Springfield, Ohio or online at [www.clarkcountyohio.gov](http://www.clarkcountyohio.gov)

### POSITION DESCRIPTION:

The Clark County-Springfield Transportation Coordinating Committee (TCC) is seeking one qualified individual to join its staff as a full-time Planner. The TCC is the Metropolitan Planning Organization in the Springfield, Ohio urbanized area, as required by Federal law. The position will be responsible for conducting short range and long range planning activities, with a primary emphasis on working with traffic data, geospatial data, demographic data, and travel demand modeling. Additional information regarding planning activities conducted by staff can be found in the TCC's Planning Work Program at: <http://www.clarktcc.com/planworkprog.htm>.

Typical tasks include, but are not limited, to the following:

- Participates in various short and long range multi-modal transportation planning efforts, including preparation and implementation of the Transportation Improvement Program and Long Range Transportation Plan.
- Assists in transportation sub-area studies, corridor studies, traffic impact studies, and other planning and engineering studies
- Designs and interprets transportation and travel surveys
- Collects and analyzes transportation and land use data including traffic counts, roadway inventories, census data, roadway congestion, transit ridership, freight data, and crash data.
- Performs various transportation GIS-related activities including database development and management, quality control, and map production
- Coordinates transportation safety and security planning with local agencies
- Participates in various public involvement activities including preparing data exhibits, interacting with the public, and preparing documentation
- Assists in alternative transportation planning activities involving bicycle transportation, pedestrian transportation, transit, and human services transportation
- Coordinates with federal, state, and local stakeholders on a continual basis
- Prepares and gives public presentations
- Provides administrative services to local contracted programs
- Assists in the administration of federal-aid programs as needed

Scott Schmid, *Transportation Director*  
Elmer Beard, *Chair*  
Kathy Estep, *Vice-Chair*

Bob Bender  
Nancy Brown  
John Burr  
Leann Castillo

Joyce Chilton  
David Estrop  
Richard Henry

Howard Kitko  
William Lindsey  
Lowell McGlothin  
Matt Parrill

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Basic knowledge of research and analysis techniques
- Basic knowledge of planning principles and practices
- Ability to collect and analyze transportation, land use, and demographic data
- Basic knowledge of GIS and transportation modeling software
- Ability to use word processing, database, and spreadsheet software
- Effective communication skills

**MINIMUM QUALIFICATIONS:**

- Associate Degree in GIS or related field
- Possession of a valid Motor Vehicle Operator's License and vehicle liability insurance

**PREFERRED QUALIFICATIONS:**

- Bachelor's Degree in Planning, Urban Studies, Geography, or related field

**BENEFITS:**

12 Paid Holidays, Ohio Public Employees Retirement (OPERS), Health, Dental, and Vision Insurance, Disability & Life Insurance, Tuition Reimbursement, Sick & Vacation Leave and Opportunities for Growth & Promotion.

Applicants needing accommodations in completing an application or interviewing,  
please call (937) 521-2015.

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**Clark County does not discriminate on the basis of race, color, national origin, ancestry, sex, genetic**  
**information, sexual orientation, religion, age, disability or military status.**