

NOACA Job Description

NOACA is an Equal Opportunity Employer

Position: Planner I	Division: Transportation Planning & Engineering Division
Title: Transportation Modeler	Salary Range: Minimum \$42,156 – commensurate with experience
Job Description: This position involves learning and applying basic transportation modeling and planning skills to assigned tasks, under close supervision in an office environment. The Planner I is an entry-level position under direct and continuous supervision. The Planner I is responsible for learning the skills needed to perform assigned tasks and assisting other staff members with assigned tasks. The Planner I may work on transportation modeling and/or transportation 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: <ul style="list-style-type: none"> • Is familiar with modeling software packages such as CUBE/ Voyager, VISSIM, etc. • Performs research, planning, evaluation, and report-writing as directed on one or more assigned tasks. Specific: <ul style="list-style-type: none"> • Possesses a basic knowledge of transportation planning and/or air quality issues. • Is familiar with the use of relevant software programs. • Develops more advanced capabilities to research, plan, evaluate, and report. General: <ul style="list-style-type: none"> • Assists in collecting/analyzing/inputting data. • Assists in preparation of reports/documents/records. • Attends work-related meetings inside and outside of the agency offices, as directed. • Engages in minimal travel within the state and the continental U.S., as directed. • Works under supervision alone or in groups on assigned tasks. • Works on special projects as required. • Performs other duties deemed appropriate. 	
*Credentials and Experience: <ul style="list-style-type: none"> • Bachelor's Degree in appropriate field plus one year of relevant planning experience. Masters Degree may be substituted for one year of experience. <p><u>Must be legally able to work in the United States</u></p> <p>*Minimum Requirements</p>	Knowledge, Skills and Abilities: <ul style="list-style-type: none"> • Familiarity with Microsoft Office software • Basic knowledge of ESRI GIS software • Research skills • Written and verbal communication skills • Planning and organizational skills • Aptitude for technical or computer based applications