



# Associate Planner/Senior Planner

Des Moines Area Metropolitan Planning Organization

## The Opportunity

The Des Moines Area Metropolitan Planning Organization (MPO) seeks to fill a planner position on its staff. The position will be filled at either the Associate Planner or Senior Planner position depending on the qualifications of the applicant selected. An exempt, full time position, the Associate or Senior Planner will work under the general direction of the MPO's Principal Planner, and in consultation with the MPO's Assistant Director and/or Executive Director, to perform a variety of professional transportation planning assignments and activities. More specifically, the position will be focused on Active Transportation planning. Duties will include, but not be limited to, the following:

- Staffing the MPO's Bicycle and Pedestrian Roundtable
- Administering the federal Surface Transportation Block Grant Set-Aside program
- Administering the Iowa Clean Air Attainment Program for the metro area
- Leading Safe Routes to Schools efforts
- Managing the Iowa Data Bike program
- Managing the MPO's trail counter and bike counter programs
- Development and maintenance of a transportation/public health impact model
- Serving as a liaison to and maintaining relationships with the bicycle, pedestrian, and public health communities

Other possible duties could include general data/GIS analysis and maintenance of the MPO's Transportation Improvement Program.

## Compensation and Benefits

The Associate Planner position has a starting salary range of between \$40,000 and \$50,000; the Senior Planner position has a starting salary range of between \$50,000 and \$60,000. The Des Moines Area MPO offers an excellent benefits package including the following:

- Medical, dental, and vision insurance
- Participation in the Iowa Public Employees Retirement System (IPERS) and a 457(b) deferred compensation plan with employer match up to 5%;
- 10 days starting vacation, paid sick time, 11 paid holidays, and flexible work hours
- Free covered parking, a free transit pass, and free bike-share usage
- Tuition assistance, professional membership dues, and registration/travel for professional conferences

### **Education, Experience, and Skills Desired**

The ideal candidate will be a graduate of an accredited college or university, with major coursework in transportation, urban and/or regional planning, community development, public administration, geography, environmental studies, or closely related field, or an equivalent combination of education and experience that provides the required knowledge, skills and abilities. The candidate should be familiar with planning principles, concepts, techniques, and abilities; understand the relationship among interconnected regional systems, including transportation, built and natural environmental systems, affordable housing, and economic development; and, have a working knowledge of GIS software and Microsoft Office applications. A Master's degree and possession of AICP accreditation is desirable but not required.

The candidate must be able to work as a team member, possess excellent verbal and written communication skills, handle a high volume of work in a busy and demanding environment, effectively prioritize and handle multiple projects simultaneously, and contribute to the success of those projects. Accuracy and timeliness in completing assignments is extremely important.

### **The Organization**

The Des Moines Area MPO is a regional planning entity comprised of local communities and transportation agencies in the Des Moines, Iowa, metropolitan region. The Des Moines Area MPO provides a regional forum to ensure coordination between the public and local, state, and federal agencies in regard to planning issues, primarily transportation issues, and to prepare related plans and programs. The Des Moines Area MPO develops both long- and short-range multimodal transportation plans, selects and approves projects for federal funding based upon regional priorities, and develops methods to reduce traffic congestion.

### **How to Apply**

Mail or email a cover letter, current resume and an application (available here) to:

Des Moines Area Metropolitan Planning Organization  
Attn: Dylan Mullenix, Assistant Director  
420 Watson Powell Jr. Pkwy, Suite 200  
Des Moines, IA 50309

Email: [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org)

The Des Moines Area Metropolitan Planning Organization is an equal opportunity employer.

Qualified disabled applicants who need a reasonable accommodation in order to take the examination/interview must inform this office before the interview date.

Applicants must successfully pass a pre-employment physical and drug screen before beginning employment with the Des Moines Area Metropolitan Planning Organization.

The position is open until filled. Applications will begin being reviewed on December 10, 2018. Anticipated start date is early January 2019.