

**The County of Kankakee  
Notice of Job Opening**

Job Title: Transportation Planner  
Department: Planning  
Reports To: Transportation Program Manager  
Salary Range: \$43,000 - \$51,000, plus benefits

**SUMMARY**

Under supervision, performs planning work for transportation projects and programs relating to Kankakee County and the Kankakee Area Transportation Study Metropolitan Planning Organization, ensuring technical competence and compliance with all current local, state, and federal policies, standards, guidelines, and criteria.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.**

- Assists in the preparation of and attends Metropolitan Planning Organization and regional planning meetings. Takes minutes of the meetings, gives presentations to these groups, and offer assistance to committee members.
- Assists in the preparation of the annual Unified Work Program, the Transportation Improvement Program, the regional Long Range Transportation Plan, and other planning documents as required.
- Compiles and analyzes performance measure data, such as traffic crash data and congestion management data, as required by federal guidelines.
- Assists in the development and maintenance of the traffic demand model. Assists in gathering necessary data, such as Census data and employment data, and distributes it to transportation analysis zones.
- Performs data entry.
- Performs transit planning for both urban and rural systems.
- Performs special studies related to transportation and land use.
- Performs other duties as assigned, which are reasonably within the scope of the duties enumerated above.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Valid state driver's license, or ability to obtain one;
- Knowledge of planning programs and processes, transportation planning, and its components.
- Skill in the operation of the listed tools and equipment.
- Ability to communicate effectively, orally and in writing, with other professionals in the transportation planning field, and with employees, and the general public.
- Ability to establish effective working relationships.
- Experience with Microsoft Windows and Microsoft Office programs; Word, Excel, PowerPoint, Outlook, Access, and Publisher.
- Experience with ESRI ArcGIS software and the ability to add, create, manipulate, and analyze GIS data to reach meaningful conclusions. The ability to use GIS to create complex or technical maps that are meaningful as a standalone publication or supplement to a document.
- Must reside in Kankakee County or willing to relocate within 6 months of hire.

**EDUCATION and/or EXPERIENCE**

A degree in land-use planning, urban planning, civil engineering, public administration, geography, or a closely related field or any equivalent combination of education and experience. 2 – 3 years planning experience preferred.

**APPLICATIONS:** Applications may be downloaded at [www.co.kankakee.il.us](http://www.co.kankakee.il.us) or picked up in person at: Kankakee County Administration Building; 189 East Court Street, Suite 502; Kankakee, IL 60901. Resume must be included.

**DATE OF POSTING:** May 23, 2018

**APPLICATION DEADLINE:** June 8, 2018

**THE COUNTY OF KANKAKEE IS AN EQUAL OPPORTUNITY EMPLOYER**