

Associate Planner/MPO Coordinator

The City of Janesville (population 63,500), located in south central Wisconsin, is seeking qualified candidates to fill the position of Associate Planner/Metropolitan Planning Organization (MPO) Coordinator in its Planning Division of the Public Works Department. This full-time, exempt position has diverse responsibilities, emphasizing multi-modal transportation planning, data collection, grant writing and administration, and technical report preparation for the City of Janesville, the Janesville Transit System, and the Janesville Area Metropolitan Planning Organization. The Associate Planner/MPO Coordinator will also be responsible for coordinating MPO activities and agendas, including preparation of the annual work program, transportation involvement program, and the Long-Range Transportation Plan. This position involves comprehensive planning, current planning, and socio-economic analysis responsibilities as assigned. The Associate Planner/MPO Coordinator reports directly to the Planning Director.

A Bachelor's Degree from an accredited college or university in Urban Planning, Public Administration, Geography, Landscape Architecture or related field is required. A Master's Degree is preferred. A minimum of two (2) years' experience in a municipal environment is required. The successful candidate will have strong customer service skills, experience in report preparation, public presentations, and software applications including Microsoft Office and ESRI ArcGIS. The successful candidate must be self-motivated, detail oriented, and energetic with excellent oral and written communication skills.

The salary range for this position is \$46,162-\$55,000, depending on qualifications. The City offers a comprehensive benefit package. Individuals interested in applying can download an application on the City's website at www.ci.janesville.wi.us. The application deadline is 11:59 p.m. on Sunday, July 15, 2018. Candidates should also include a cover letter, resume, and references with their application.

The City of Janesville is an Equal Employment Opportunity Employer.