



# APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

## [Employment Opportunity Announcement](#)

Apalachee Regional Planning Council, a governmental agency serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, and Wakulla counties, announces the following job opportunity:

### Regional Planner – Transportation

#### Position Description

Apalachee Regional Planning Council is seeking an entry level/experienced Planner to join their team. The incumbent's primary responsibility will be the day-to-day task management of the Regional Rural Transportation Plan, including public outreach, along with other general Transportation Planning initiatives including state and federal grants, Transportation Disadvantaged Program, commuter assistance, corridor plans, and multi-modal transportation, while providing technical support for our Region's nine counties and their municipalities.

#### Background

ARPC, a multi-purpose agency of the State of Florida provides technical assistance in the areas of economic development, emergency planning, housing, transportation, resiliency, GIS, and quality of life to meet the needs of our member local governments within the nine-county Region comprised of Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla counties and their municipalities. Due to the diverse nature of ARPC's work, the incumbent will gain experience through diverse platforms related to a wide variety of regional, state, and federal activities.

#### Terms of Service

Start Date: January 2024 (or as soon as available)

Subject Area(s): Transportation Planning, Urban & Regional Planning, Grant Management

Hours per Week: Full-time

Starting Compensation: \$48,000+ commensurate with experience

#### Scope of Work

Under the direction of the Transportation Planning Manager, the incumbent will have the following primary responsibilities:

- I. Primarily support the Regional Rural Transportation Plan (RRTP).
- II. Support the Transportation Disadvantaged Program in the Region's nine counties.
- III. Support the Commuter Assistance Program.
- IV. Provide support to other programs under the Transportation Department.
- V. Provide technical support for our Region's nine counties and their municipalities.
- VI. Seek/develop new opportunities to grow the ARPC Transportation Planning Program.
- VII. Other duties as required.

### **Essential Physical Skills**

- I. Ability to lift 30 pounds.
- II. Must be capable of driving a vehicle continuously for two or more hours.

### **Environmental Condition Requirements**

- I. Work inside the office in a sedentary posture as well as travel to meetings at various locations outside of the office.
- II. Occasionally attend meetings outside of normal working hours and outside of the local area.

### **Education and Certification**

- I. Minimum Requirement: Bachelor's degree in Planning, Transportation, Public Administration, or a related field.
- II. Preferred: Master's degree in Planning.

### **Experience and Abilities**

- I. Strong writing and communication skills.
- II. Public involvement and engagement experience.
- III. Proficiency Microsoft Office Suite & Adobe.

### **License, Certification or Registration**

- I. Must have a valid driver's license or be able to secure a valid driver's license at the time of employment within this classification.

ARPC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, ARPC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. ARPC is a Drug Free & Tobacco Free Workplace.

### **Candidates**

ARPC asks that candidates interested in this opportunity provide three (3) documents; a résumé, a recent writing sample, and a short description of their ability to meet the needs of the Scope of Work along with three (3) professional references to:

Monica Pitts  
Finance & Human Resources Director  
[MPitts@arpc.org](mailto:MPitts@arpc.org)

Please submit the requested information by 5:00pm on Friday, January 26, 2024.