



APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

[Employment Opportunity Announcement](#)

The 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 Transportation Planning Manager

Position Description

Apalachee Regional Planning Council is seeking an experienced Planner to join their team. The incumbent's primary responsibility will be the management of the Regional Rural Transportation Plan, along with support of other Transportation Planning initiatives, including Commuter Assistance and Transportation Disadvantaged programs in addition to providing technical support and assistance to 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 the 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

Subject Areas: Transportation Planning, Urban & Regional Planning, Public Engagement, and Grant Management.

Hours per Week: Full-time

Starting Compensation: \$60,000 - \$75,000

Scope of Work

Under the direction of the Deputy Director, the incumbent will have the following primary responsibilities:

- I. Provide direct supervision of Transportation Planning Program staff
- II. Manage the Regional Rural Transportation Planning program.
- III. Support the Transportation Disadvantaged Program in the Region's nine counties.
- IV. Support the Commuter Assistance Program.
- V. Conduct public workshops and community engagement activities.
- VI. Provide plan reviews for FDOT projects and other planning programs.
- VII. Provide technical support for our Region's nine counties and their municipalities.

- VIII. Engage with and serve on various advisory committees related to transportation.
- IX. Seek and develop new grant opportunities to continue to grow the ARPC's programs.
- X. 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 business 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.
- III. Preferred: AICP

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

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