



# COMPASS

COMMUNITY PLANNING ASSOCIATION

of Southwest Idaho

## ASSISTANT PLANNER

### **POSITION OVERVIEW**

Innovation, collaboration, inclusivity, and proactivity are highly valued at COMPASS. The Assistant Planner provides a key support role as part of the team developing COMPASS' regional long range plan, *Communities in Motion* (CIM). CIM looks 20+ years into the future to help ensure the system of roads, bridges, and transportation services in Ada and Canyon counties are ready to support a healthy and vibrant region. CIM focuses on how transportation components (bicyclists, pedestrians, freight, public transportation, and roadways) work together to form a complete, efficient transportation system. The Assistant Planner will likely have a specific focus on one of these components at certain periods, but should expect to contribute to planning efforts around all components at various times throughout the regional long range planning cycle.

The work in this position involves the performance of routine to moderately difficult professional planning tasks under the direction of a more senior planner.

### **EXAMPLES OF WORK**

- Support and assist with Long Range Transportation Plan development
- Review, analyze, and report on collected data
- Develop database files and programs and prepare spreadsheets in support of specific tasks
- Prepare reports documenting methodologies used in research and summarizing findings
- Perform basic applications using the agency's geographic information system
- Create maps, charts, and graphs to provide useful planning information
- Answer transportation, environmental, and demographic requests from the public
- Perform other tasks as required

### **REQUIRED KNOWLEDGE, EXPERIENCE AND TRAINING**

- Bachelor's degree with specialization in planning, engineering, or a related field, or a combination of experience and education sufficient to meet the requirements for this position
- Knowledge of basic planning principles in areas relevant to COMPASS' Work Program
- Working knowledge of data collection techniques, technical writing, and data analysis
- Ability to understand project needs, create strategies based on general problem

- statements, and interact with management, planners, and other staff
- Attention to detail
  - Professional communication skills, both verbal and written
  - Ability to respond skillfully to frequent change in both data inputs and work priorities
  - Ability to respond to inquiries in a professional and positive manner and to present a professional image to the public

### **SPECIAL REQUIREMENTS**

- Must be available for periodic evening and weekend events and meetings
- Must be able to successfully pass a background check process which includes reference and criminal history checks
- Must be able to obtain a valid Idaho driver's license

### **WORKING CONDITIONS**

The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally lifting/carrying up to 20 pounds.
- Occasionally pushing/pulling up to 20 pounds.
- Work includes sensory ability to speak and hear; also includes close and distance vision
- Requires hand/finger dexterity
- Employees will sit, stand and walk
- Work environment includes inside and outside conditions
- Employees may drive a vehicle as part of this position, in various weather and road conditions
- Employees may work occasional evenings and/or weekends

### **CLASSIFICATION**

This is a full time, non-exempt position.

### **HIRING SALARY RANGE**

\$40,000 to \$44,000 annually, plus comprehensive benefits.

Starting salary is dependent on skills, experience and education.

*In compliance with Title 65, Chapter 5 of the Idaho Code, preference will be given to veteran's preference eligible applicants.*

*COMPASS reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.*