EMPLOYMENT OPPORTUNITY

The Capitol Region Council of Governments (CRCOG) is the largest of Connecticut’s nine regional planning organizations and serves as the Metropolitan Planning Organization (MPO) for most of the Hartford area. We are looking for candidates for the following position:

Transportation Planner (P1) or Senior Transportation Planner (P2)

Annual Salary Range: $50,109 – $70,436 (35 hours / week – full time); depending on qualifications

Summary of Position

Within the Transportation Department, assist with various transportation and transit planning activities and initiatives, as well as other duties as required.

Essential Duties and Responsibilities

Assists with a broad range of Transportation Planning activities that could include transit planning, corridor study assistance, capitol project advancement, grant programs, and/or data collection and analysis. The position will require collaboratively working with others as well as good communication and writing skills.

Assists in preparation of monthly and quarterly Transportation related reports, website postings, and invoices.

Other Transportation Planning tasks as assigned.

Desirable Knowledge, Skills and Abilities

Knowledge of the principles of transportation planning and transit operations. Ability to operate computers and word processing software and other standard office equipment; communicate clearly and effectively orally and in writing; prepare clear, accurate records and reports; and coordinate and facilitate meetings. Ability to establish and maintain good working relationships throughout the course of work.

Minimum Training and Experience

An Associate’s degree from an accredited college or university and three years of increasingly responsible experience in transportation or a combination of training and work experience that demonstrates the knowledge and ability to perform the duties of the position. A Bachelor’s or Master’s degree is preferred.

Licenses and Certifications

May need a valid driver’s license or the ability to obtain.

Physical Demands and Working Environment

Primary functions require sufficient physical ability and mobility to work in an office setting.

Contact Information

Please address your resume and a cover letter to Ms. Jennifer Carrier, Director of Transportation. Electronic submissions are preferred and should be sent to Ms. Cara Radzins at cradzins@crcog.org. If submitting via regular mail, please send to CRCOG, 241 Main Street, Hartford, Connecticut 06106. Resumes should be submitted by August 15, 2017, but the position will remained open until filled.

CRCOG is an Equal Opportunity Employer. EOE/M/H/F