

Albemarle Commission

512 South Church St.
Hertford, NC 27944
252-426-5753
www.albemarlecommission.org



Job Title: Transportation Planner

Albemarle Commission
Hertford, NC

General Statement of Duties:

Performs technical and professional transportation planning duties for the Albemarle Commission.

Distinguishing Features of the Class:

An employee in this class performs advanced level professional planning work for the Regional Council, with a high degree of independence. Duties include being actively involved in a variety of transportation planning work with the Albemarle Rural Planning Organization (ARPO) and assisting member local governments in addressing transportation needs in the 10-County Albemarle Commission region. The job requires thorough knowledge of the transportation field and is characterized by independent judgment and initiative in the performance of duties. Work is performed primarily in an inside environment, but may require as needed site inspections, and field related duties. The employee may serve as a lead worker or project manager. Work is performed under the regular supervision of the Executive Director, and is evaluated through observation, reports, progress on projects, and feedback from clients.

Description of Work:

The position will comprise of working with NCDOT staff, local elected officials, Albemarle Commission staff members, and citizens on a regular basis. Position duties may include, but are not limited to:

- Serving as lead staff and assisting in the rural transportation planning activities of the ARPO
- Providing technical assistance planning to member governments and serving as liaison between member governments and NC DOT
- Administering and/or supporting federal and state awarded grant projects
- Applying knowledge of transportation concepts, regional planning organizations, and impact studies to provide staff support to advisory boards and elected officials
- Providing GIS assistance for transportation, environmental, and other planning projects as needed
- Conducting specialized research; gathering and analyzing relevant data; performing special studies such as traffic and pedestrian counts, corridor studies, crash analysis, bicycle and pedestrian facility inventory and assessments, or socioeconomic, demographic and land use inventories

The Albemarle Commission is an Equal Opportunity Employer. Updated 3/20/25

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- Preparing agendas, facilitating meetings, compiling quarterly reports, and attending various statewide and local committee meetings
- Coordinating with and providing technical assistance to a variety of local and state transportation officials, elected officials, local government staff, the general public, consultants and others on projects and plans
- Managing projects, including project work plan and budget; developing new projects and funding

Education and Experience:

Graduation from a four-year college or university with a major in planning, transportation or related field and four years' experience in municipal, county or regional planning; or an equivalent combination of education and experience.

The ideal applicant will be a motivated individual with demonstrated leadership ability and excellent communication, writing, oral presentation, and organizational skills. Applicant must have in-depth experience with GIS. Transportation planning, MPO, RPO, or other transportation experience is desirable.

Salary:

This position is a salary grade 24. The hiring range for this position is \$55,127.00 - \$57,824.00.

Benefits:

The Albemarle Commission offers a generous benefits package to our fulltime employees, including paid vacation and sick leave; NC Local Government Employees' Retirement System; 401K employer contribution; employer paid health, dental, vision, and short/ long-term disability, life insurance; longevity pay after 5 years of service.

To Apply:

Email, mail or drop off NC PD107 Application, cover letter, resume and 3 references to:
Amber Morse
amorse@accog.org
512 S. Church St.
Hertford, NC 27944