



Cindy Frakes, Chair  
J. D. Smith, Vice-Chair

Terry A. Joseph, Executive Director

## **Employment Opportunity Announcement**

*West Florida Regional Planning Council, a governmental body serving Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton and Washington Counties, announces the following job opportunity:*

### **Regional Planner I or II – Transportation Planner**

**Minimum Qualifications:** A Bachelors Degree is required. Classification within the position is based on appropriate work experience. A Master's Degree may substitute for the one-year of experience. Regional Planner I is entry level; Regional Planner II requires a minimum of three years of experience and increased responsibility.

This position requires excellent organizational skills; the ability to write clearly and concisely; grasp concepts, and think creatively regarding solutions to transportation projects, problems and challenges. This planner must be able to use a personal computer and word processing, spreadsheet, data base and other programs at a high level of expertise. Tasks are varied and require that one be disciplined and organized to meet deadlines and monitor project progress. The ability to solve problems and resolve complaints is critical. Interpersonal relationship and team building skills should be highly developed.

**Preferred Qualifications:** A degree in City and Regional Planning, Urban Design, Comprehensive or Transportation Planning, or a related discipline is preferred. Membership in the American Institute of Certified Planners (AICP) is desirable.

**General Description of Position:** Performs professional level duties either as a member of a project team or individually. Generates, analyzes and presents planning-related data and conclusions. This position demands excellent analytical, oral and written skills and calls for a person who is self-motivated and self-disciplined and who well represents the agency before governmental entities and the public.

Will provide staff support to three metropolitan planning organizations (aka transportation planning organizations) (TPOs) and their advisory committees. Work is accomplished in a professional, team environment where expertise and projects are shared. The position requires the planner to: develop and maintain expertise and be the primary contact for Safety, Congestion Management Process Plans, Bicycle/Pedestrian Plans and committees, participate on Community Traffic Safety Teams, support Corridor Management Planning efforts, and be familiar with Air Quality non-attainment and its affect on the transportation planning process. The ability to prepare reports, agendas and minutes and use spreadsheets, databases and geographic information systems to support these efforts is critical. Other duties may be assigned.

**Hours and Benefits:** This is a full time position with benefits. Additional hours may be required as this is a salaried position. Travel is required, primarily within the West Florida region. Mileage is reimbursed at .445 cents per mile.

**Salary Range:** \$31,000 - \$46,000 depending on qualifications and experience.

**Deadline for Submitting Resume Documentation:** Position open until filled.

**Where to Send Resume & Application:** Mail to: West Florida Regional Planning Council, ATTN: HR, P.O. Box 11399, Pensacola, FL 32524-1399  
Hand delivery may be made to: 4081 East Olive Road, Suite A, Pensacola, FL 32514  
Preferred method of delivery- Email to: [hr@wfrpc.org](mailto:hr@wfrpc.org) Or, fax to: 850-637-1932

Cover Letter, Resume and Application are all required in order to be considered for the position. Applications may be obtained on our website at [www.wfrpc.org](http://www.wfrpc.org).

*West Florida Regional Planning Council is an Equal Opportunity Employer and does not discriminate against any person because of race, color, national origin, religion, sex, age or disability.*

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