

## **POSITION DESCRIPTION**

### **Transportation & Regional Planning Intern FOR THE FLINT HILLS METROPOLITAN PLANNING ORGANIZATION & FLINT HILLS REGIONAL COUNCIL**

**POSITION: Transportation & Regional Planning Intern**

**REPORTS TO: FHMPO Transportation Planner, with occasional assignments under the supervision of the FHRC Regional Planner**

**POSITION CLASSIFICATION: PTE (Part-Time)**

#### **JOB SUMMARY:**

This position has the primary responsibility of supporting activities for the transportation planning services the Flint Hills Metropolitan Planning Organization (FHMPO) provides, while supporting the regional planning services of the Flint Hills Regional Council (FHRC).

#### **DUTIES AND RESPONSIBILITIES:**

1. Collect and analyze data, as needed.
2. Assist with data collection and public involvement activities for the Flint Hills Transportation Plan (FHTP) & FHRC community, economic and regional planning.
3. Provide assistance with the Transportation Improvement Program (TIP), as needed.
4. Update database tracking public involvement activities.
5. Maintain the FHMPO & FHRC websites and social media sites.
6. Lead the annual bicycle and pedestrian count project.
7. Prepare maps, charts, graphs and other illustrative or interactive material, as needed.
8. Distribute documents that are out for public comment.
9. Transcribe minutes for FHMPO boards, committees and other meetings
10. Provide support for the FHRC, as needed.
11. Perform other duties as assigned.

#### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATION(S):**

In the process of obtaining a degree in Community and Regional Planning, Transportation Planning or a related concentration or equivalent combination of education and experience.

#### **EXPERIENCE:**

No prior work experience needed.

**KNOWLEDGE/SKILLS/ABILITIES:**

1. Knowledge of the general principles and objectives of transportation, community and regional planning.
2. Knowledge of the techniques of collecting and organizing physical, social, economic, legal, and other data used in transportation, community and regional planning.
3. Knowledge and experience with maintaining websites and social media channels.
4. Knowledge of the techniques necessary to provide effective customer service.
5. Excellent oral and written communication skills.
6. Personal computer skills, GIS knowledge preferred.

**PHYSICAL REQUIREMENTS:**

1. Sedentary work, with occasional fieldwork.
2. Must have a valid driver's license.

**SUPERVISORY RESPONSIBILITY:**

None.