

## **Kalamazoo Area Transportation Study Associate Planner (PT-Term)**

### **General Summary**

The Associate Planner provides general planning support for the Kalamazoo Area Transportation Study (KATS). Under the direct supervision of the Executive Director, the Associate Planner performs a variety of professional planning activities for the Metropolitan Planning Organization (MPO). The Associate Planner Position is a part time, 2 year term position, with possible extension.

### **Typical Responsibilities**

- Provides general planning activities in support of the KATS Regional Planning Work Program and Unified Planning Work Program (UPWP).
- Assist in the preparation of documents and maps associated with the planning activities of KATS.
- Gathers infrastructure data in the field.

The above describes the general nature and level of work being performed by persons assigned to this position and is not an exhaustive list.

### **Work Requirements**

- Knowledge of computer applications and ability to maintain an up-to-date geographic information system (GIS) and efficiently prepare maps.
- Ability to communicate effectively and establish effective working relationships with other employees and agencies.
- Must possess a Michigan Driver's License

### **Employment Qualifications**

**Education:** A minimum of a Bachelor's degree in planning, civil engineering, public administration, or related field.

**Preferred Experience:** Governmental planning experience is preferred. Knowledge of website maintenance, Microsoft Office, and GIS.

Salary based on qualifications. Range of \$15 to \$25 per hour.

### **How to Apply**

Interested/qualified candidates should submit a letter of interest, resume, and professional references by April 3, 2015 to:

Kalamazoo Area Transportation Study  
Attn: Associate Planner  
5220 Lovers Lane, Suite 110  
Portage, MI 49002  
Equal Opportunity Employer.