

HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY (HCRMA)
(Administrative Services Provided by the LRGVDC)

JOB DESCRIPTION

TRANSPORTATION PLANNER I
(HCRMA)
[Non-Exempt]

Summary of Position

Under supervision, performs planning and programming activities in support of the HCRMA process. Work requires contact with the HCRMA Board, local government officials, and the general public.

Organizational Relationships

1. **Reports to:** HCRMA Board of Directors/LRGVDC Executive Director.
2. **Other:** Works closely with representatives of all local governments within Hidalgo County.

Examples of Work

Essential Duties*

- Keeps HCRMA Board informed on mentioned programs;
- Coordinate with HCRMA Board of Directors in preparation of all public meeting agendas and assorted materials;
- Collects and analyzes data/invoices from consultant and report to HCRMA Board of Directors;
- Ensure public posting – of all public meeting in compliance with State and Federal guidelines;
- Assists in completing planning documents authorized by the HCRMA;
- Prepares memorandums and reports;
- May make oral and/or written presentations to the HCRMA Board of Directors;
- Works with the public in a professional and courteous manner; and
- Attends seminars and workshops as needed and approved by HCRMA Board;

Other Important Duties

Performs such other related duties as may be assigned.

*For the purpose of compliance with the American with Disabilities Act (ADA)

Working Conditions

Works in a well-lighted, air-conditioned office. Requires attendance at periodic night meetings. Some overnight travel is required.

Required, Knowledge, Skills, and Abilities

Demonstrable knowledge of federal and state funds and requirements, and knowledge of transportation planning. Project management experience (grant application preparation); demonstration of familiarity with federal and state program rules, regulations, and organizations. Need to have working knowledge of data and data sources that support the HCRMA planning process and knowledge of computer software (i.e., spreadsheets, word processing, database, presentation production).

Acceptable Experience and Training

Bachelor’s degree in Geography, Political Science, Urban Planning, or a related field. A four (4) years of related work experience may substitute for Bachelor’s Degree.

Certificates and Licenses Required

Valid/Current Texas Driver’s License

Employee’s Signature	Supervisor’s Signature

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