EMPLOYMENT OPPORTUNITIES

The Capitol Region Council of Governments (CRCOG) is the largest of Connecticut’s nine regional planning organizations and serves as the Metropolitan Planning Organization (MPO) for most of the Hartford area. We are looking for candidates for the following position:

Senior Planner (P2)

Annual Salary Range: $52,881 – $67,700 (35 hours / week – full time); depending on qualifications

Summary of Position

Within the Transportation department, assist with various transportation activities and assist with other Transportation Planning initiatives and other duties as required.

Essential Duties and Responsibilities

Assists with a broad range of transportation planning activities that could include transit planning, corridor study assistance, capitol project advancement, and data collection and analysis. The position will require collaboratively working with others, and good communication and writing skills.

Assist in preparation of monthly and quarterly Transportation related reports, website postings and invoices.

Other Transportation Planning tasks as assigned

Desirable Knowledge, Skills and Abilities

Knowledge of the principles and practices transit and transportation operations. Ability to operate computers and word processing software and other standard office equipment; communicate clearly and effectively orally and in writing; prepare clear, accurate records and reports and coordinate and facilitate meetings. Ability to establish and maintain good working relationships throughout the course of work.

Minimum Training and Experience

An Associate’s degree from an accredited college or university and five years of increasingly responsible experience in transportation or a combination of training and work experience that demonstrates the knowledge and ability to perform the duties. A Bachelor’s degree is preferred. Please note, the minimum requirements for this position were corrected on May 6th, 2015.

Licenses and Certifications

May need a valid driver’s license or the ability to obtain.

Physical Demands and Working Environment

Primary functions require sufficient physical ability and mobility to work in an office setting

Contact Information

Please address your resume and a cover letter to Ms. Jennifer Carrier, Director of Transportation. Electronic submissions are preferred and should be sent to Ms. Pauline Yoder at pyoder@crcog.org. If submitting via regular mail, they should be sent to CRCOG, 241 Main Street, Hartford, Connecticut 06106. Resumes should be submitted by June 5, 2015, but the positions will remained open until filled. CRCOG is an Equal Opportunity Employer. EOE/M/H/F