



## Transportation Planner

**The Northwest Regional Development Commission (NWRDC)** is looking for a dedicated transportation planner to develop, coordinate and/or manage diverse programs and projects with cities, counties, and other organizations in a seven-county region.

Passionate candidates that are willing to create/foster solutions to meet locally identified needs and develop community partnerships are ideal for this position. Be a part of a team that is taking the lead on championing rural communities and the public!

We are committed to meeting local needs with a collaborative approach combined with ingenuity, equity, and inclusion.

### **What type of individual are we looking for?**

#### **Education:**

Preferred education includes a degree in planning, urban studies, public administration, project management, geography, environmental studies, or a related field.

#### **Experience:**

- 2 to 5 years of equivalent experience preferred.
- Utilizing planning principles and practices to coordinate transportation enhancement processes in a multi-county area. Knowledge of GIS mapping for utilization in planning research and analysis preferred. Knowledge and applications in the use of Microsoft Office Program Suite. ArcGIS.
- Occasional overnight meetings, in-region meetings and regular travel is required.
- The Commission is willing to consider hybrid or remote work after the training period.
- Public speaking experience preferred.
- Creation of GIS maps/databases.

**Salary Range:** \$54,542 to \$72,089

**Competitive Benefits Package!** Benefits include employer paid health insurance and family coverage cost sharing, dental, health savings account, pre-tax flexible spending account, life insurance, short-term disability, PERA, paid holidays, generous vacation leave, flexible sick leave and more.



### What will you be doing?

- Plan and coordinate the construction and maintenance of viable roads, rails, air, and trail systems to support business, personal and recreational transportation - website
- Coordinate planning methods with the Minnesota Department of Transportation (MnDOT), regional and local units of government - <https://www.nwrdc.org/transportation-1>
- Identify short and long-term transportation problems in Northwest Minnesota - <https://www.nwrdc.org/transportation-1>
- Establish and implement annual goals/strategies within the transportation program.
- Research, write, and execute grants.
- Create project proposals, opportunities, and contracts.
- Regularly report program progress to individual units of government, regional development commission board and local communities.
- Work with city, counties, school districts, townships, and state/federal agency staff in developing, promoting, and implementing projects.
- Work on projects in individual and team environments.
- Coordinate and facilitate public meetings, leading/supporting a public engagement process when necessary.
- Demonstrate strong oral and written communication skills, including developing and building relationships, and collaborating through strategic partnerships. Primary responsibilities will include project development and management in the following areas.
  - a. Transportation Planning
  - b. Safe Routes to School Planning
  - c. Coordination of the Transportation Advisory Committee
  - d. Public Speaking

The following additional resources for this position are available at [www.nwrdc.org](http://www.nwrdc.org).

- Job description
- NWRDC employee benefits summary

The NWRDC utilizes a three-part candidate screening process:

1. Candidates must submit a resume and cover letter showcasing at least three things that personal education and/or experience can contribute to the position.
2. Select candidates will be asked to provide a list of areas of expertise related to the position (including three references).
3. Qualified candidates are interviewed.

Please submit cover letter, resume, and references to:

**Northwest Regional Development Commission**

Attn: Darla Waldner  
109 South Minnesota Street  
Warren, MN 56762  
[darla@nwrdc.org](mailto:darla@nwrdc.org)

This position will remain open until filled  
We are an Equal Opportunity Employer (M/F/D/V).