



City of Coeur d'Alene
City of Post Falls
City of Hayden
City of Rathdrum
Coeur d'Alene Tribe
Idaho Transportation
Department
East Side Highway District
Lakes Highway District
Post Falls Highway District
Worley Highway District
Kootenai County

JOB DESCRIPTION

Transportation Planner

Kootenai Metropolitan Planning Organization

Position Type	FLSA Status	Reports To	Location
Full-Time (40 hrs/wk)	Non-Exempt	Executive Director	Coeur d'Alene, ID

POSITION SUMMARY

The Transportation Planner serves as the primary professional planning staff member of Kootenai Metropolitan Planning Organization (KMPO) and is responsible for leading transportation planning activities necessary to fulfill KMPO's federal and state planning requirements. This position manages the development and implementation of core planning products, oversees KMPO's travel demand model, and coordinates closely with member agencies, state and federal partners, and the public. The Transportation Planner operates under the general direction of the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Long-Range & Short-Range Transportation Planning

- Lead the development, update, maintenance, and public involvement process for the Metropolitan Transportation Plan (MTP), ensuring compliance with federal planning requirements, performance-based planning requirements, and applicable environmental justice considerations.
- Conduct corridor studies, subarea analyses, multimodal planning studies, safety planning activities, and other special planning projects as directed.
- Lead freight, transit, bicycle, and pedestrian planning efforts in coordination with relevant agencies and stakeholders.

Travel Demand Model Management

- Serve as KMPO's primary administrator and technical lead for the regional travel demand model (TDM).
- Maintain, update, and validate the travel demand model network, socioeconomic data inputs, and model parameters in coordination with regional partners and ITD.
- Develop and run model scenarios to evaluate transportation alternatives, land use changes, and long-range plan investments; interpret and communicate model outputs to staff, member agencies, and the public.

Performance-Based Planning & Federal Compliance

- Lead KMPO's performance-based planning program, including setting, tracking, and reporting on federal performance measures and targets.
- Coordinate target-setting with ITD and Kootenai County Public Transit; prepare and submit required target documentation and progress reports.

- Monitor changes in federal and state transportation planning regulations and guidance; advise the Executive Director and member agencies on compliance implications.

Public Participation & Stakeholder Engagement

- Assist with the development, implementation, and periodic updates to KMPO's Public Participation Plan (PPP) in compliance with federal requirements.
- Plan and facilitate public meetings, workshops, and open houses; prepare agendas, presentations, and supporting materials.
- Coordinate outreach to underserved populations, including Title VI and environmental justice communities, to ensure equitable participation in the planning process.

Data, GIS & Research

- Oversee collection, management, and analysis of transportation data, including traffic counts, crash data, transit data, socioeconomic data, and land use information.
- Direct GIS mapping and spatial analysis efforts; ensure GIS databases and transportation layers are current and accurate.
- Research emerging transportation trends, technologies, funding opportunities, and planning best practices; prepare summaries and recommendations for staff and policy makers.

KMPO Office Support

- Assist the Executive Director with preparation of board and committee meeting materials, development of annual program documents, and strategic planning as needed.
- Support the planning, organization, and execution of KMPO Board and KCATT meetings.
- Represent KMPO on technical committees, interagency working groups, and regional, state, and national conferences, as assigned.

MINIMUM QUALIFICATIONS

Education

- Bachelor's degree in Urban or Regional Planning, Transportation Planning, Transportation-related Engineering, Geography, or a closely related field required.

Experience

- Minimum of two (2) years of progressively responsible professional experience in urban, regional or transportation planning, engineering, or a closely related field.
- Experience with travel demand modeling software (VISUM) strongly preferred.
- Experience working with or for an MPO, state DOT, regional planning agency, or local government transportation program strongly preferred.
- Experience with GIS (Esri ArcGIS) required.

Consideration will be given to an equivalent combination of training, education and experience sufficient to successfully perform the essential duties of the job, such as those listed above.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of transportation planning principles, practices, and the metropolitan planning process.
- Knowledge in and/or ability to learn travel demand modeling concepts, software, and application of model outputs for planning decisions.
- Proficiency in GIS software for spatial analysis and cartographic production.
- Proficiency in Microsoft Office Suite.
- Strong analytical, quantitative, and problem-solving skills with the ability to interpret and present complex technical data to non-technical audiences.

- Excellent written and verbal communication skills; experience preparing professional planning reports, policy documents, and public presentations.
- Ability to manage multiple projects and deadlines simultaneously with minimal supervision.
- Strong interpersonal and facilitation skills; ability to build consensus among diverse stakeholders.
- Knowledge of environmental justice, Title VI, and equity considerations in the transportation planning process.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Work is primarily performed in an office environment; occasional attendance at evening meetings is required.
- Travel is required for field work, member agency coordination, state/federal meetings, and professional conferences.
- Must possess a valid driver's license and reliable transportation.
- Ability to sit for extended periods; operate standard office and computer equipment; occasionally lift up to 25 pounds.

COMPENSATION AND BENEFITS

Salary is commensurate with qualifications and experience. Benefits include:

- Medical, Dental, Vision, Life, and Short-Term Disability coverage (Employee covered 100%)
- Public Employees Retirement System of Idaho (PERSI)
- PERSI Choice 401K available
- Accrued Paid Time Off
- 12 Paid Holidays

KMPO is an equal opportunity employer and does not discriminate on the basis of race, color, sex, national origin, religion, age, disability, or any other protected status.