



625 Texas Street, Suite 200 | Shreveport, LA 71101
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The Northwest Louisiana Council of Governments (NLCOG) is seeking an energetic, multi-disciplinary individual to support the planning efforts of the agency. Under the direction of the Executive Director, and the MPO Deputy Director, the Regional Planner will provide assistance on a variety of projects that improve transportation mobility, safety, multimodal connections, and economic development throughout the region.

Regional Planner Job Description:

The position performs technical and professional planning work for the region. Work includes tasks such as technical research and writing; gathering statistics and field data; analyzing data, preparing reports; developing recommendations; preparing GIS data and maps; providing technical assistance to the local government members; planning and participating in various public participation processes; supporting groups and committees made up of citizen and public officials; evaluating programs; preparing and presenting reports; and complying with grant reporting regulations.

Responsibilities:

- Develops, organizes, and participates in transportation, land use, and other planning studies.
- Prepares, updates, reviews, and completes various reports, agreements, amendments, and documents related to short and long range transportation and transit planning documents.
- Develops strong collaborative relationships with NLCOG Metropolitan Planning Organization partners, local agencies, transit operators, and other parties contacted in the course of work.
- Communicates professionally with representatives of other agencies regarding transportation project funding/expenditures, transit needs, land use developments, and project impacts and mitigation measures.
- Prepares staff reports and presentations to the MPO and its committees, and other groups/organizations about regional transportation projects and programs.
- Participates on a variety of committees and task forces; attends and participates in professional groups and committees; stays abreast of new trends and innovations related to transportation planning, urban planning, and regional planning
- Prepare maps, charts and other graphic materials for staff reports, public meetings, displays and other reference materials.
- Assist in development and maintenance of planning related aspects of the NLCOG.ORG website, Facebook pages, and other informational outlets.

Education and Qualifications:

- Bachelor's degree in Urban Planning, Regional Planning, Public Administration, or related field;
- Minimum of 2 years' experience in urban or regional planning or related field preferred;
- Thorough knowledge of transportation and land use planning, policies, regulations, and best management practices
- Experience with GIS and graphics software such as ArcGIS, TransCad, and Adobe Creative Suite
- Commitment to furthering the mission and goals of NLCOG;
- Excellent oral and written communication skills;
- Excellent writing, editing, and organizational skills;
- Ability to work accurately and with attention to detail and meet deadlines;
- Strong personal responsibility; takes ownership for quality work;
- Ability to work in a collaborative environment;
- Proficiency in Microsoft Office

To Apply:

Send Resume' including cover letter, contact information for three (3) professional references, and compensation requirements to

Email: jobs@nlcog.org

Hardcopy:

Jobs at NLCOG

Attention J. Kent Rogers

625 Texas Street Suite 200

Shreveport, LA 71101

Salary will be commensurate with background and experience. NLCOG offers an excellent benefits package. NLCOG is an equal opportunity employer offering competitive salaries and excellent benefits packages. For more information, please visit our website at www.nlcog.org.