



Serving local governments in Muscatine and Scott Counties, Iowa; Henry, Mercer, and Rock Island Counties, Illinois

August 24, 2022

To Whom It May Concern:

Bi-State Regional Commission is recruiting for a Planner position. Following is a brief description detailing qualifications for this position:

**TRANSPORTATION PLANNER**

Starting salary is \$3,672.00/mo. or higher DOQ. Responsibilities include: Participate in a variety of planning efforts with a focus on transportation/transit (transportation improvement programming, congestion management, crash and safety analysis, intelligent transportation architecture, fiscal constraint, and freight and long range planning), hazards planning, grant applications and administration, policy monitoring, and public safety planning. Knowledge of applicable laws related to these program areas. Present results in written reports, plans, and presentations. Use variety of data sources/standards, Internet, documents, reports, surveys, and professional contacts to facilitate data analysis to integrate into planning process. Ability to independently evaluate, select, and apply standards/techniques, procedures, and criteria, using critical thinking and effective problem-solving. Prepare and disseminate information in suitable format – memos, letters, agendas, minutes, technical and statistical reports/documents, e-mails, telephone – through extensive interaction with internal and external contacts. Successful candidate will possess strong organizational, planning, verbal and written communication, project and data management, and analytical and problem-solving skills. Computer skills required: MS Office Suite with spreadsheet proficiency; GIS and database analysis, and travel demand modeling a plus. Experience with city/regional planning and analysis, research and reporting, transportation planning, and grant writing/administration is preferred. Minimum BA/BS in Urban or Regional Planning, Public Administration, Geography, Political Science, or Engineering required, or similar degree.

Benefits include: 3 weeks paid vacation first year, 12 days of sick per year, 11 paid holidays; ability to flex 40 hours/week over seven days and 80 hours; short and long-term disability; employer pays approximately 85% of health premium; continuing education reimbursement of 50%; and assistance with moving costs. The region’s cost of living is below the national average.

**EQUAL OPPORTUNITY EMPLOYER**

For more information about Bi-State Regional Commission, check us out at:

<http://www.bistateonline.org>

Send detailed resume to:

Attn: Human Resources, Bi-State Regional Commission, 1504 Third Avenue, Rock Island, Illinois 61201 OR e-mail to [cconnors@bistateonline.org](mailto:cconnors@bistateonline.org)

Deadline: Open Until Filled

If you have any questions or need further information, please contact Carol Connors at (309) 793-6300, ext. 1125.

1504 Third Avenue, Third Floor, Rock Island, Illinois 61201

Phone (309) 793-6300 □Fax (309) 793-6305

E-mail: [info@bistateonline.org](mailto:info@bistateonline.org) □Website: [www.bistateonline.org](http://www.bistateonline.org)

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