



Planner I/II

Transportation/Community Development

Bay-Lake Regional Planning Commission | De Pere, WI

Are you interested in an exciting opportunity to contribute to various transportation planning and community development strategies and solutions? Are you passionate about finding innovative ways to engage the public and stakeholders in a short and long-range planning efforts? If so, [the Bay-Lake Regional Planning Commission](#) (Bay-Lake RPC) is looking for a Planner to join our team!

About Us

Based within the Green Bay metro area, the Bay-Lake RPC is a multi-service public agency that offers planning services to 185 local units of government within eight northeast Wisconsin counties. The Bay-Lake RPC offers a range of planning services such as transportation, community assistance, economic development, environmental, and mapping and visualization. Additionally, Bay-Lake RPC is designated as the Metropolitan Planning Organization (MPO) for the Sheboygan urbanized area.

The Bay-Lake region is home to wineries, breweries, hiking, camping, water recreation, championship golf courses, the vacation destination of Door County, and the Green Bay Packers. The region also contains over 400 miles of coastal shoreline along Lake Michigan and Green Bay, and is rich with significant natural features, agricultural land, and forests. Furthermore, U.S. News & World Report recently ranked Green Bay as the #1 metro area to live in the nation in 2023-2024.

Position Description

The Planner I/II position will handle a wide range of planning activities from short-range and long-range transportation plans to multi-modal transportation plans, comprehensive plans, and more. The Planner will work under the supervision of the Executive Director and lead Transportation Planner.

What We Offer

- The annual salary ranges from **\$53,238 to \$69,385** based on the level of experience. This is a full-time position (i.e., 40 work hours/week).
- Benefits package includes **health, dental, vision, life, and disability insurance**.
- Paid vacation, holiday, and sick leave.
 - Starting at **13 days paid vacation** annually (accrual up to a maximum of 200 hours)
 - **13 days paid sick leave** annually (accrual up to a maximum of 1,040 hours)
 - **10.5 paid holidays** annually
- Participation in the **Wisconsin State Retirement System**.
- Voluntary participation in the **Wisconsin Deferred Compensation Program**.
- **Flexible work hours** available.
- **Additional benefits** include annual wellness reimbursement, quarterly work events, and potential relocation reimbursement.

Specific Duties and Responsibilities

- Develop, analyze, and implement transportation and community plans while regularly coordinating with local, state, and federal agencies.
- Assist in completing grant applications for state and federal funding and manage contracts for various planning projects.
- Collect and analyze quantitative and qualitative data and develop graphical presentations, reports, and summaries.
- Assist the lead Transportation Planner with various Sheboygan MPO related tasks including, Transportation Improvement Program, Bicycle and Pedestrian Master Plan as well as transit-related plans for Shoreline Metro transit.
- Lead and develop comprehensive plans, housing studies, and other community development plans and studies under the guidance of the Executive Director.
- Assist with pavement surveys, coordinated transportation plans, and more as part of the Regional Transportation Work Program.
- Engage with local governments, state and federal agencies, along with stakeholders and citizens through innovative outreach techniques.

Qualifications and Skills

- Bachelor's degree in urban/regional planning or a related field from an accredited college or university, master's degree preferred.
- One or more years of professional planning experience required.
- Excellent written and verbal skills with experience presenting or speaking at public events, meetings, open houses, etc.
- Experience with various computer software including, but not limited to, Microsoft Office Suite and Adobe Creative Suite (InDesign, Illustrator, and Photoshop). GIS knowledge is a plus.
- Ability to meet timelines and manage multiple projects with minimum supervision.
- Knowledge and experience in transportation planning is strongly preferred; knowledge and experience in community development planning is desirable.

Application Requirements

Interested applicants must submit the following to blrpcadmin@baylakerpc.org

- [BLRPC Application](#)
- **Resume**
- **Cover Letter**

This position will remain open until filled (initial review: August 14, 2023).

The Bay-Lake RPC is an Equal Opportunity Employer