



Western Piedmont  
Council of Governments

# JOIN OUR TEAM

## NOW HIRING TRANSPORTATION PLANNER

The Western Piedmont Council of Governments (WPCOG) is currently seeking energetic, self-motivated, and detail-oriented candidates for the position of **Transportation Planner**. The WPCOG is an innovative and forward-thinking organization dedicated to addressing planning issues for the region. Situated in the beautiful rolling hills and mountains of western North Carolina, with ample opportunities for recreation, shopping, and dining abounding in the region, the area is an ideal place to call home. The region contains great natural resources from the slopes of Grandfather Mountain to five major lakes along the Catawba River. The region contains a population of about 365,000 in Alexander, Burke, Caldwell, and Catawba counties.

### THE ORGANIZATION

WPCOG is a regional governmental agency owned by the 28 local governments in the region and organized in 1968 to provide long-range planning, technical assistance, and regional delivery of services. Our organization is one of 16 regional councils in North Carolina formed under NC General Statutes 160A 470-478. Local governments eligible for WPCOG membership include Alexander, Burke, Caldwell, and Catawba Counties located in Western NC and the 24 cities and towns within those counties.

WPCOG is organized into seven departments including: Administration, Area Agency on Aging, Community and Economic Development, Community and Regional Planning, Finance, Regional Housing Authority, and Workforce Development.

### COMMUNITY & REGIONAL PLANNING DEPARTMENT

The WPCOG Community & Regional Planning Department engages in various types of planning services for local governments and other partners in the Western Piedmont. Those services are organized into five divisions:

- Community & Regional Planning
- Transportation Planning (d/b/a Greater Hickory MPO)/ADA
- Regional Research and Data Analytics Center / GIS
- Natural Resources & Environmental Planning
- Code Enforcement

The department consists of twenty-two (22) full-time positions providing a comprehensive set of services.

### POSITION DESCRIPTION:

The **Transportation Planner** performs and participates in administrative, technical, and professional work related to transportation planning work and serves as staff to the Greater Hickory Metropolitan Planning Organization (MPO). This position will also provide a variety of professional work for the region's public transit programs including program deployment, administration, and analysis, and providing assistance to area transit providers. Work includes preparing planning documents; coordinating and presenting transportation planning and related studies and long-term and short-term comprehensive transportation plans; analyzing relevant data sets collected, manipulated, or corrected to produce geographic datasets, statistics, reports, and maps using basic office software and GIS for either members or other COG staff; analyzing ordinances, laws, and policies and developing recommendations, evaluating programs and preparing and presenting reports; conducting planning studies; and collecting public transportation passenger sampling data. Work requires a working knowledge of word processing, spreadsheets, and maps, plus skill in the manipulation of data tables including the production of tables in the performance of duties. Work is performed in both an inside environment and in field conditions environments.

### QUALIFICATIONS

- Graduation from a technical school or college with an associate's degree in urban studies, political science, sociology, geography, public administration, planning, or a related field
- Some experience in municipal, county, or regional transportation preferred
- Experience in the field of public transit systems preferred
- Experience with Federal Transit Administration grants and regulations preferred
- Ability to communicate with the general public, professional staff, and elected/appointed officials in oral/written forms
- A working knowledge of office equipment, computers, and current software
- An equivalent combination of education and experience may be considered



## DESIRED SKILLS

- ArcPro or GIS and/or mapping skills
- Assist in administering contractual agreements related to public transit systems
- Analyze and develop comprehensive transit programs
- Gather, organize, and analyze statistical data
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Interpret, explain, and apply public transit policies and procedures and regulatory requirements
- Updating short-term and long-term transportation plans or studies
- Participate in the planning, operations, and activities of the region's public transit programs



## SALARY & BENEFITS

The hiring rate for this position is **\$55,400** depending on qualifications and experience. New hires are eligible for up to a 5% increase with the successful completion of the probationary period.

- We offer 13 hours of remote work per week (after the probationary period has ended).
- WPCOG is a member of the North Carolina Local Governmental Employees' Retirement System. This entitles vested employees with at least five years of employment to a defined benefit at the time of retirement. Members contribute 6% of gross compensation each month. This is a before-tax deduction. Western Piedmont Council of Governments contributes an actuarially determined percentage of the gross payroll of members each month.
- The Western Piedmont Council of Governments contributes 5.2% of each employee's salary to the employer-sponsored 401k or 457 plan of their choosing. WPCOG will also match up to 4% of each employee's salary for a total maximum contribution/match of 9.2%.
- WPCOG pays 100% of an employee's health and vision coverage. The current plan is a high-deductible health plan with a Health Savings Account (HSA). Contributions to the HSA are made pre-tax through payroll deduction.
- WPCOG pays 100% of the following premiums:
  - » Life Insurance - \$100,000
  - » Accidental Death & Dismemberment
  - » Dental Insurance - Employee and Family
  - » Short-Term Disability (Weekly Indemnity)
  - » Long-Term Disability
- WPCOG provides for the following payroll deduction and retirement options:
  - » NC 457 Plan
  - » NC 401(k) Plan
  - » Local Government & State Employees' Credit Union payroll deductions
  - » Voluntary additional life insurance
- WPCOG Provides the following paid leave options:
  - » 12 Paid Holidays Per Year
  - » Annual Leave earned on sliding scale bases on years of service
  - » 12 Sick Leave Days Per Year
  - » Longevity Pay

## APPLICATION PROCESS

The position is open until filled. Submit by **October 31<sup>st</sup>** for first consideration.

Please submit a cover letter, resume, references, and WPCOG application to HR Specialist, Tasmin Mack, at WPCOG, P.O. Box 9026, Hickory, NC 28603. Emailing application materials is acceptable, [tasmin.mack@wpcog.org](mailto:tasmin.mack@wpcog.org). Questions should be directed to Tasmin at (828) 485-4275. Final candidates will be subject to an interview process. The WPCOG is an Equal Opportunity Employer.



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*Creative Regional Solutions Since 1968*

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