



# McHenry County

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## Division of Transportation

Joseph R. Korpalski, Jr., P.E.  
Director of Transportation/County Engineer

### Division of Transportation

Planning Liaison

Salary \$47,959 - \$59,639

Hours: Full Time - 37.5 hours per week

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#### **JOB RESPONSIBILITIES:**

The McHenry County Council of Mayors is authorized by the Chicago Metropolitan Agency for Planning Policy Committee to provide input into the region's transportation policy decisions, facilitate communication, establish the priorities for the local Surface Transportation Program (STP), coordinate local Congestion Mitigation and Air Quality grant applications, and foster an understanding by local agencies of federal transportation funding possibilities and regulations. The Planning Liaison position is dedicated to meeting the Council's core needs of programming and successfully completing federally funded STP transportation projects and facilitating comprehensive, continuous, and collaborative transportation planning.

The Planning Liaison reports to the Principal Transportation Planner within the Design Section of the McHenry County Division of Transportation. This position coordinates field work with the Transportation Planner including activities such as bicycle, pedestrian, and motor vehicle counts and surveys. This position also coordinates with the Design Manager to complete required state and federal funding reporting for certain McHenry County Division of Transportation projects.

This position drafts the Council of Mayors agenda for at least five meetings per year, prepares and distributes the meeting packets, facilitates the meetings, and takes the meeting minutes. This position is required to attend monthly federal coordination meetings at the Illinois Department of Transportation in Schaumburg, monthly planning liaison meetings at the Chicago Metropolitan Agency for Planning in Chicago, and other meetings as necessary to represent the Council. This position also represents the McHenry County Division of Transportation on occasion at regional transportation coordination and stakeholder meetings.

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#### **MINIMUM QUALIFICATIONS:**

The Planning Liaison is required to have, at minimum, a bachelor's degree in planning, civil engineering, public administration, geography, or related field. Experience making and giving presentations as well as facilitating group discussions is necessary. Experience working with small project timelines and cost estimates is necessary. Great familiarity with Microsoft Word and Microsoft Excel is necessary. Experience in transportation planning and familiarity with the NEPA review process is a plus.

McHenry County offers paid holidays, personal days, vacation and sick leave, and a comprehensive benefit package. No applicant for employment shall be discriminated against because of age, race, color, religion, sex, marital status, national origin or disability.

#### **Apply:**

Please Submit Application and Resume Materials:  
McHenry County Administration Building  
Human Resources Department  
2200 N. Seminary Avenue  
Woodstock, IL 60098

**McHenry County is an Equal Opportunity Employer.**