JOB POSTING

TRANSPORTATION
Regional Planning Liaison/ Kane County Bicycle/Pedestrian Coordinator
$40,000-$52,000 annually         40HRS/Week

Job Description: The Planning Liaison is responsible for regional transportation planning and programming activities related to highway, transit and bicycle/pedestrian facilities and projects. This position staffs the Kane Kendall Council of Mayors (KKCOM) and provides technical assistance in obtaining and administering federal and state transportation funds through research, report preparation and agency coordination efforts. Work includes implementation of the Kane County Division of Transportation’s long range transportation planning activities and other regional transportation projects, studies and programs.

The Liaison serves as a communication link between the Chicago Metropolitan Agency for Planning (CMAP), and local governments via the Council of Mayors. The Liaison is responsible for managing the Council of Mayors Surface Transportation Program (STP), maintaining accurate programming of all Council projects in the region’s Transportation Improvement Program and regular coordination with local agencies, the Illinois Department of Transportation (IDOT) and the Chicago Metropolitan Agency for Planning (CMAP). Regional travel and occasional night meetings are required.

The Liaison also serves as the Kane County Bicycle and Pedestrian Coordinator, serving as staff to the Council of Mayors Bicycle Pedestrian Committee. This position serves as a regional advocate for bicycle and pedestrian planning in Kane and Kendall Counties and provides bicycle/pedestrian technical assistance to local agencies. The Bicycle and Pedestrian Coordinator is responsible for monitoring, updating and publication of the county’s bicycle map.

Other related responsibilities include reviewing construction documents, plans and specifications for compliance with Americans with Disabilities Act (ADA) and Complete Streets policies. Maintaining the ADA inventory and provides annual updates. The position requires reading and interpretation of maps, manipulating and analyzing digital land data, and creating maps and analytical reports using geographical information systems (GIS).

Requirements: Bachelor’s Degree in Urban Planning, Public Administration, Geographical Information Systems, Civil Engineering, or related field. Master’s Degree is preferred but not required. Experience with GIS is required. Experience with Adobe Illustrator and InDesign desired. Candidate should possess excellent writing and public presentation skills, map interpretation, analytical and computer skills.

Desired qualifications: Two years of experience in a related field.

Kane County Division of Transportation website: http://www.co.kane.il.us/dot/
Kane Kendall Council of Mayors website: http://www.kkcom.org/

Submit cover letter, resume and references to:
Kane County Department of Human Resource Management
719 S. Batavia Avenue
Geneva, IL 60134

Email: hrmcorrespondence@co.kane.il.us

Download employment application at www.countyofkane.org
Applicants must submit to a criminal background check.

EEO Employer/Program. Auxiliary aids are available to individuals with disabilities upon request.