



# CITY OF BILLINGS

HUMAN RESOURCES DIVISION  
P.O. Box 1178  
Billings, Montana 59103-1178  
(406) 237-6210 Fax (406) 657-8390



**\*\*REOPENED\*\***  
**ACTIVE TRANSPORTATION PLANNER**  
**PLANNING DIVISION**  
**PLANNING AND COMMUNITY SERVICES DEPARTMENT**

This full-time position is responsible to plan and manage the activities and operations of the Billings Area Bikeway and Trail Master Plan; will coordinate assigned activities with other City and County departments and outside agencies; will work closely with the Yellowstone County Board of County Commissioners, Billings City Council and the Yellowstone County Board of Planning; and will provide support to the transportation planning staff, Planning Division Manager and Planning and Community Services Department Director on active transportation activities and projects. This position will also be responsible to participate in implementation of the City of Billings Complete Street Policy and the Billings Area Transportation Plan; will seek funding for non-motorized projects and trail maintenance programs, and oversee and manage such grants. The position will also provide public information and outreach as it relates to cycling and pedestrian activities.

**Salary:** \$24.70 per hour plus excellent benefits

**Minimum Qualifications:**

- Four-year degree from an accredited college or university with major course work in planning, engineering, geography, landscape architecture, marketing or other related field
- Two years of experience in private or public sector non-motorized transportation planning preferred

**Required Application Materials:**

- City of Billings Application
- Cover Letter
- Resume

All City of Billings positions are subject to pre-employment drug testing.

The application and supporting documents can be submitted online at [www.ci.billings.mt.us](http://www.ci.billings.mt.us) or to City of Billings, Human Resources, 210 N. 27th Street, Billings, MT 59101. *Incomplete applications or applicants not meeting the minimum qualifications may not be considered for the position.* EOE.

**THIS POSITION WILL REMAIN OPEN UNTIL FILLED. FIRST REVIEW OF APPLICATIONS WILL OCCUR ON APRIL 13, 2018. APPLICATIONS RECEIVED BETWEEN JANUARY 19, 2018 AND FEBRUARY 9, 2018 WILL BE CONSIDERED FOR THIS POSITION. IT IS NOT NECESSARY TO RE-APPLY.**