



**SOUTHEASTERN
CONNECTICUT
COUNCIL OF
GOVERNMENTS**

5 Connecticut Avenue
Norwich, CT 06360
(860) 889-2324
secogct.gov

Representing 22 towns, cities, and boroughs in
Southeastern Connecticut.

Assistant Transportation Planner

(Planner I/II)

The [Southeastern Connecticut Council of Governments](#) (SECOG) seeks a creative and dedicated individual to join its team of planning professionals. The Assistant Transportation Planner will support SECOG's Transportation planning and project management activities.

Application Process

Send cover letter and resumé to:

Amanda E. Kennedy, AICP, Executive Director
Southeastern Connecticut Council of Governments
5 Connecticut Avenue, Norwich, CT 06360
office@secogct.gov

Closing date: October 24, 2025 or until filled.

Applications will not be accepted without a resumé and cover letter.

About the Position

SECOG's transportation planning program conducts ongoing and special projects advancing investments in transportation throughout the region. Current initiatives include preparation of a 4-year plan of investment for the region (TIP), development of a Regional Safety Action Plan, participation in the development of SECOG's 10-year comprehensive plan of conservation and development for southeastern Connecticut, and ongoing support of multiple local and state-led transportation plans and projects. SECOG complies with national standards established by the US Department of Transportation for conduct as a Metropolitan Planning Organization.

The Assistant Transportation Planner reports to SECOG's Executive Director and Director of Transportation Planning.

Example duties may include:

- Supervise the work of project consultants and prepare project progress reports

- Coordinate or participate in the procurement of consultant services
- Assist with the preparation of transportation plans, including Metropolitan Transportation Plan and Transportation Improvement Plan, which may include writing, project management, and/or the development of maps and other visuals
- Configure and maintain data dashboards
- Coordinate events (manage scheduling, facilitate virtual meetings, manage outreach & logistics)
- Prepare public outreach information (social media and traditional media)
- Collect, analyze, and interpret data, prepare narrative summaries and charts
- Conduct field work (gather site conditions data, photograph projects)
- Prepare grant applications and manage ongoing grant reporting tasks
- Develop briefing documents for public and internal use
- Represent SECOG at meetings and training sessions; transmit take-aways to fellow SECOG staff
- Interpret federal and state program guidelines, statutes, and regulations
- Prepare memo requesting actions by SECOG Board and leadership
- Support the work of SECOG's regional planning, municipal services, and emergency management programs as needed
- Provide local technical support as directed and represent SECOG in local planning activities.

Knowledge, Skills, & Abilities

- Excellent oral and written communication skills with a demonstrable track record of producing clear and concise written reports
- Ability to establish and maintain effective working relationships with member towns, other elected officials, organizations, staff and the general public;
- Knowledge of grant writing principles
- Organized and self-motivated to meet deadlines
- ArcGIS Pro and ArcGIS Online
- Microsoft Suite including Word and Excel
- Social Media tools
- Video editing

Qualifications

- Bachelor's degree or higher in urban planning, transportation engineering, or a related field
- Demonstrated interest in transportation planning
- Valid Driver's License
- Creativity and Enthusiasm

About the Southeastern Connecticut Council of Governments

SECOG serves 22 municipalities with a total population of 280,430 and functions as the region's Metropolitan Planning Organization. SECOG also counts as affiliate members Connecticut's two federally recognized Native American Tribes and works closely with the region's two military installations, the US Naval Submarine Base and the US Coast Guard Academy.

Primary focus areas of SECOG are regional planning, which includes producing studies and plans that inform the responsible development of the region; transportation planning and prioritization of State and Federal transportation funding; and regional services, which include staffing assistance to local land use commissions and coordinating inter-municipal cooperation. SECOG staff have opportunities to engage in multiple subject areas including land use regulation, economic development, natural resource conservation, transportation, housing, human services, sustainability and resilience, renewable energy, and emergency management.

This is a full-time, 35 hour per week position. SECOG offers a competitive benefits package including health insurance, a pension plan and optional 457(b) retirement plan, life insurance, long-term disability insurance, sick/vacation leave accrual, reimbursement of APA/AICP dues.

Salary will be dependent upon applicant qualifications according to the following range:

Salary Range	Planner I:	\$51,000-\$71,000 (Bachelor's Degree)
	Planner II:	\$64,000-\$90,000 (+3 years experience or Master's + 1)

About Southeastern Connecticut

SECOG's offices are located in Norwich, CT, at the center of a dynamic region known for its diverse assets including Mystic and the southeastern Connecticut shoreline, entertainment/casino destinations, and opportunities for urban, suburban, and rural living. The region is critically important to Connecticut's economy for its tourism, defense, and defense manufacturing, and is New England's hub for offshore wind.



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