



GCRPC

GOLDEN CRESCENT REGIONAL
PLANNING COMMISSION

PUBLIC TRANSPORTATION PLANNER I

<u>CLASS NO.</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>FLSA STATUS</u>
513	13	\$40,955 - \$54,059	Exempt

GENERAL DESCRIPTION

The Public Transportation Planner performs routine (journey-level) planning services and technical assistance work. Work involves the development, implementation, and ongoing maintenance of the Golden Crescent region's 5-year Regionally Coordinated Transportation Plan. The Public Transportation Planner coordinates project development tasks and reporting across departments for regional public transportation activities.

EXAMPLES OF WORK PERFORMED

- Contributes planning expertise to the development and implementation of projects, identifies, and recommends action on planning and project risks and opportunities.
- Studies, analyzes, and evaluates the performance of current and proposed services.
- Develops recommendations for system improvements.
- Provides support and assistance for meetings, presentations, correspondence, documentation, articles, and reports.
- Assists with oversight and compliance activities consistent with grantor program guidelines.
- Assists in implementing transit-focused strategies.
- Coordinates, implements, manages, and assesses public transportation related projects.
- Develops and administers procurements to support the needs of the regional public transportation system.
- Facilitates the organization, review, research, and plan(s), under program management oversight.
- All other duties as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

1-2 years of experience preferred in planning, organizing, and directing a public transit system or related operation.

Completion of a Bachelor's degree in Transportation Planning, Urban Planning, City and Regional Planning, Public Administration or closely related field.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

- An ideal candidate will have the ability to establish and maintain effective working relationships with internal staff, partner agencies, the public, and stakeholders.
- Ability to derive insights through analysis of data from various data sets.
- Ability to collect, aggregate, and organize data.
- Strong verbal and written communication skills.
- Knowledge of short- or long-range transportation planning.
- Experience with quantitative methods, ArcGIS, travel demand modeling, or similar software and the ability to use these tools.

By signing below I acknowledge that I have read this job description, and to the best of my knowledge, meet the required knowledge and skills for this position.

Name

Date