

# SENIOR PLANNER – TIP COORDINATOR

STARTING AT: \$77,911

<b>FLSA Classification</b>	EXEMPT
<b>Reports to</b>	Deputy Director of Programs
<b>Type</b>	Regular, Full-time
<b>Date Prepared</b>	September 28, 2019
<b>Date Modified</b>	September 6, 2023

## **General Statement of Position:**

The Senior Planner position serves as the Transportation Improvement Program (TIP) Coordinator and works collaboratively to support the Palm Beach Transportation Planning Agency's (TPA) Programs Team. The position's primary responsibility includes overseeing the development of the TIP, the 5-year programming of transportation projects for the Palm Beach TPA. This includes the compilation of the List of Priority Projects (LOPP), creation of the draft TIP, amendments and modifications, and reporting on the status of projects.

The position also requires leading the TPA's Performance Measures and Congestion Management Process, administering the TPA's Citizen's Advisory Committee (CAC), administering funding programs, and coordinating project review and delivery with partner agencies; and performing other tasks as directed. Work is performed with a high degree of independence and initiative under the direction of the Deputy Director of Programs.

## **Position duties include:**

- Develop and monitor the TPA's TIP, as well as process all amendments to the TIP and develop necessary backup materials to support amendments.
- Maintain status of projects, historic funding, and other project details in a database.
- Serve as the staff liaison and administer the CAC, to include agenda and backup preparation for monthly meetings and special subcommittee meetings as required.
- Monitor, update, and evaluate performance measures of the TPA and performance of the transportation system using a GIS database environment or other data programs.
- Prepare and present information to the TPA Board, advisory committees, outside agencies and the public.
- Administer and monitor the Local Initiatives funding program.
- Participate in regional planning and travel demand modeling efforts when necessary.
- Maintain and analyze transportation data using the ESRI Suite.
- Create and design maps, data visualizations, graphics and documents using the ESRI Suite, Microsoft Office Suite, and/or Adobe Creative Suite.
- Oversee consultant work orders as assigned.
- Collaborate with others and serve on committees with TPA staff, consultants, local governments, partner agencies, key stakeholders, and the public in transportation planning.
- Participate in corridor planning, multimodal planning, and transportation/land use planning.
- Prepare maps and graphics to support TPA projects and performance management initiatives.
- Provide technical and advisory assistance to local governments and agencies in matters related to transportation planning.
- Perform all other duties as may be assigned to meet agency needs.

### **Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform each of the aforementioned essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions, absent undue hardship.

### **Education and Experience:**

- Bachelor's degree in urban/regional planning or a related field and 6 years of experience.
- Master's degree in urban/regional planning or a related field and 4 years of experience.
- GIS experience analyzing transportation data and producing maps.
- Experience working with a Metropolitan Planning Organization (MPO) is preferred.
- American Institute of Certified Planners (AICP) certification is preferred.

### **Certificates, Licenses, Registrations**

Must have or obtain a valid Florida Driver's License and maintain a clean driving record.

### **Knowledge**

- Federal and state planning regulations related to transportation planning and programming.
- Analyze US Census and other socioeconomic data for planning purposes.
- Local government comprehensive planning requirements relating to transportation.
- Long-range planning, including prediction of travel demand, forecast of financial resources, and selection of eligible projects.
- Complete Streets, Vision Zero, and similar planning and safety initiatives.
- Florida Design standards for designing and implementing transportation projects.
- Florida's transportation planning process and programs.

### **Skills**

- Preparing and giving oral presentations.
- Preparing and editing documents.
- Speak English fluently.
- Organize and analyze data using computer programs such as Microsoft Excel, Microsoft Access, ArcGIS, and other data programs.

### **Abilities**

- Communicate clearly both orally and in writing.
- Use computer applications including the Microsoft and Adobe Creative Suites software.
- Serve effectively in group activities such as teams, task forces, and committees.
- Understand complex issues and explain them in "plain speak."
- Work with minimal supervision and direction and to initiate projects, and activities without direction.
- Work under pressure/stress with an extreme level of accuracy.
- Understand and care for the diverse cultural and linguistic backgrounds of the local community.
- Be technically knowledgeable of multimodal transportation systems.
- Ability to travel for events, training and other TPA functions.

### **Benefits**

The TPA offers a competitive salary and excellent benefit package including paid leave and TPA-funded insurance, retirement, transportation, and tuition reimbursements.

### **Working Conditions**

While performing the duties of this job, the employee is subject to the following conditions:

- Environment:
  - The work is generally performed within an office environment.
  - Lighting and temperatures are typically adequate, and there are little hazardous or unpleasant conditions caused by noise levels, atmospheric levels, etc.
  - The noise level in the work environment is typically quiet to moderate.
- Physical Demands:
  - The employee is generally sedentary, but may occasionally be required to stand, walk, stoop, kneel or bend at the waist.
  - The ability to lift and transport 20 pounds as occasionally required.
  - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
  - Specific hearing abilities required by this job include the ability to hear and speak to communicate in person, before groups, and over the telephone.
- Work Authorization/Security Clearance
  - The employee must successfully pass a criminal background check.
  - The TPA will also verify the identity and employment authorization of individuals hired so the proper completion of Form I-9 is required, which includes the employee providing documents evidencing identity and employment authorization.
  - The TPA is a drug-free workplace as provided in Section 440.101 et seq., Florida Statutes so the employee may be subject to drug and alcohol screens, as permitted by law.

### **Travel**

Approximately 5% up and not limited to 20% of the employee's time may be spent outside the office travelling to transportation related meetings and events.

### **Other Duties**

*The above information is intended to indicate the general nature and level of work performed by the employee in this position. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this position. Duties, responsibilities, and activities may change or be assigned at any time with or without notice.*