
SENIOR PLANNER – TRANSIT COORDINATOR
STARTING AT \$77,911 ANNUALLY

FLSA Classification	EXEMPT
Reports to	Deputy Director of Multimodal
Type	Regular, Full-time
Date Prepared	August 15, 2022
Date Modified	September 6, 2023

General Statement of Position:

The Senior Planner position serves as the Transit Coordinator and works collaboratively with regional transit partners to advance the Palm Beach Transportation Planning Agency (TPA)'s transit planning efforts by assessing the transit system, evaluating transportation alternatives, identifying transit service improvements, and prioritizing transit projects for funding. Primary responsibilities include developing and advancing the transit components of the TPA's Long Range Transportation Plan (LRTP); conducting multimodal corridor, passenger rail, and mobility studies; performing transit-supportive land use analysis; developing health impact assessments; overseeing the implementation of TPA-funded transit projects; improving transit service, access and regional connectivity; managing transit GIS data and updating Transit Development Plans; administering the Transportation Disadvantaged Local Coordinating Board (TD LCB), the Commission for Transportation Disadvantaged (CTD) planning grant and all associated tasks; evaluating the Fixed Route, On-Demand, and TD paratransit system to identify and recommend efficiency improvements; and collaborating with transit partner agencies to update and develop their Transit Development Plan (TDP) and updating the Transportation Disadvantaged Service Plan (TDSP). Work is performed with a high degree of independence under the supervision of the Deputy Director of Multimodal.

Position duties include:

- Develop and advance the transit components of the LRTP and Regional Transportation Plan.
- Participate in public outreach and educational activities to share information and gather public input.
- Track and maintain transit-related performance measures and incorporate them into TPA plans.
- Collaborate with consultants, partner agencies, stakeholders, and the public in transportation planning.
- Participate in the development of local Transit Development Plans.
- Organize and participate in events to promote transit ridership and mobility options.
- Evaluate and recommend transit service modifications and services to improve efficiency; including proposing modifications to routes, stops, and schedules.
- Conduct multimodal corridor, passenger rail, and mobility studies.
- Perform transit-supportive land use analysis and health impact assessments.
- Conduct field reviews and identify transit access and safety improvements.
- Develop cost estimates for transit capital, operations, and maintenance improvements, including increased frequency and passenger rail service.
- Utilize transit demand modeling software to develop transit alternatives.
- Establish locally preferred alternatives and implementation plans for transit service using Federal and State grant funding.

- Oversee the implementation of TPA-funded transit projects in coordination with stakeholders, including the implementation of Quiet Zones with local government agencies.
- Improve transit service, access, and regional connectivity by promoting increased regional transit connectivity, supporting an enhanced fare collection system with regional interoperability, and integrating public and/or private regional transit services.
- Administer the TD LCB, and the CTD planning grant and serve as staff liaison, create agenda and backup materials for quarterly meetings and special subcommittee meetings, evaluate the Community Transportation Coordinator (CTC) annually, and complete all deliverables and quarterly reports and invoices.
- Evaluate the TD paratransit system and update the TDSP by continuously monitoring and evaluating the TD paratransit system, performing minor updates to the TDSP annually and major updates periodically, and reviewing applications for FTA Section 5310 funding.
- Manage transit GIS data of local transit services, facilities, and activity levels, monitor and evaluate transit performance measures using a GIS, and create data visualizations and maps using GIS.
- Create attractive documents and graphics using Adobe Create Suite.
- Prepare and present information at TPA meetings and to outside agencies and the public.
- Manage consultant work orders to implement assigned roles and responsibilities.
- Participate in and/or lead multimodal initiatives, including Complete Streets, Vision Zero, TOD, Shared Mobility, and first-last mile connections.
- Participate in partner agency committees.
- 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 individuals with disabilities to perform the essential functions.

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) or a transit agency 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 Florida transit funding programs and regulations.
- Planning and implementing public transit systems.
- Familiarity with Complete Streets, Vision Zero, and Florida Design Standards.
- Florida statutes related to transportation planning and programming.
- Local government comprehensive planning requirements relating to transportation.
- Local and premium transit systems, bicycle facilities, and pedestrian facilities.

Skills

- Possess excellent oral and written communication skills, including the ability to present complex information in readily understandable plans and reports.

- Preparing and editing documents.
- Speak English fluently.
- Be skillful using computer systems including ArcGIS and other databases, transit demand modeling platforms, Remix, Adobe Creative Suite and Microsoft Office Suite.

Abilities

- Communicate clearly both orally and in writing.
- Use computer applications including the Microsoft, ArcGIS, 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.

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 carry 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 at any time with or without notice.