



DATE: October 18, 2023

POSITION: Transportation Program Analyst

SALARY: This position offers a competitive salary and benefits package, dependent upon qualifications and experience.

BENEFITS: BMC participates in the State of Maryland’s benefits program, including comprehensive healthcare, dental, and life insurance options. BMC provides a highly competitive package of additional benefits including guaranteed contribution to deferred compensation programs, optional telework, state holidays, and vacation/personal leave.

DESCRIPTION: The Baltimore Metropolitan Council (BMC) is a quasi-governmental, non-profit agency serving the Baltimore region. Our board of directors includes the Mayor of Baltimore and the elected executive officials from the six surrounding counties. BMC’s primary function is to support the Baltimore Regional Transportation Board (BRTB), the area’s metropolitan planning organization (MPO), and its regional transportation planning activities. BRTB members consist of designated representatives from the cities of Annapolis and Baltimore and the counties of Anne Arundel, Baltimore, Carroll, Harford, Howard, and Queen Anne’s. Additional members include the following state agencies: Department of Transportation, Department of the Environment, Department of Planning, and Maryland Transit Administration as well as the Regional Transportation Agency of Central Maryland.

BMC is accepting applications for the position of Transportation Program Analyst. Staff in this position will maintain the multi-year Transportation Improvement Program (TIP). The TIP serves as a multi-modal listing of projects in the region that are requesting federal surface transportation funding. The position will also track transportation projects in the Federal Highway Administration Financial Management Information System (FMIS) and Federal Transit Administration Transit Award



Management System (TrAMS). This position will require familiarity with database management as well as the ability to summarize and visualize data for multiple audiences. The planner will also communicate and build relationships with local jurisdiction and state agency staff along with making presentations to various committees and the public. The position also allows for participation in other regional and multi-jurisdictional cooperative transportation planning activities.

NECESSARY SKILLS: The ideal candidate will have the ability to follow written and oral instructions; be proficient in time management and organizational skills; provide attention to detail; and, be capable of coordinating among multiple external agencies. The candidate will have the ability to use a range of office-related software programs, particularly databases and Excel. The candidate should be familiar with Excel pivot table functionality. Experience with ESRI ArcGIS software and Tableau are a plus. Due to fiscal constraint requirements related to the TIP, experience with accounting principles is also a plus. Additional relevant areas include regional/urban planning, environmental science/engineering, public policy, urban affairs, or transportation planning. MS Office software proficiency is necessary.

MINIMUM QUALIFICATIONS: Requires a Bachelor's Degree from an accredited college or university. A master's degree or applicable work experience is preferred.

TO APPLY: Send cover letter, resume and writing sample to Kathy Renzi, via email to (krenzi@baltometro.org) or mail to Baltimore Metropolitan Council, ATTN: Kathy Renzi, 1500 Whetstone Way, Suite 300, Baltimore, MD 21230. Position will remain open until filled.

BMC is an EOE/M/F/H. BMC does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

Please Note: BMC is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986.



Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees; all sponsorship fees must be assumed by the potential employer.