

Job Title:
TRANSIT PLANNER

FLSA STATUS: Exempt

SUPERVISION RECEIVED FROM: Director of Planning

DEPARTMENT: Planning

WORK SCHEDULE: Monday-Friday

SUPERVISION EXERCISED OVER: N/A

APPLICATION DEADLINE: OCTOBER 15, 2019

BACKGROUND:

At the Capital Area Transit System, (CATS), we take pride in and are dedicated to our mission statement of “connecting people to what matters”. CATS provides roughly 2.6 million trips annually taking our riders to where they need to go. At CATS we proudly serve the transportation needs of commuters, tourists, the business community and the public at large.

SUMMARY/OBJECTIVE:

The Transit Planner will be responsible for assisting with planning, developing, and administrating transit and transportation programs, planning studies, marketing, marketing research, federal government transit programs, and grant administration. The successful candidate will serve as a liaison for the general public, public officials, technicians, and consultants when needed. The ability to perform independent research and GIS geospatial data analysis is a must. In addition, the Transit Planner must possess basic transportation and land use planning knowledge for application in current and future CATS transit and development projects.

TRANSIT PLANNER RESPONSIBILITIES:

Assist with developing both short-range and long-range transportation plans. Performs and/or coordinates research and analysis of component areas such as roads, public transportation, air, rail, freight, non-motorized transportation and freight.

Assist with developing population projections, maps, and financial forecasts for the RTP and analyzes environmental and societal impacts. For some projects and developments, presents

plan aspects to citizens and governmental officials at the local, regional, state and federal levels.

Undertakes multimodal transportation issues. Meets with local governments concerning pedestrian and bicycle facilities, reviews grant requests and assists local agencies in leveraging project grant funding.

Assist with plans, and help develops, implement, and administer the public transit program.

Assist in oversight of the work of consultants retained to work on grant projects for transportation projects.

Serve as assigned as transit liaison or as a member of advisory and technical committees for local plans and projects being conducted by local communities, as assigned.

Coordinates the public involvement process for the department. Stages public appearances and announcements, organizes public meetings, gives presentations, and generally educates the public concerning transportation issues.

Assures system implementation, grant administration, and compliance with FTA regulations.

Assist with developing, administering, and monitoring the public transit annual budget to include overseeing and approving purchase requisitions.

Works with other governmental agencies and non-profit organizations to provide efficient transportation systems and services.

Works with local and regional businesses in the development of ride sharing and trip reduction programs.

Researches and resolves complaints and issues; develops and analyzes customer surveys to determine customer satisfaction; develops methods of operation to meet public demand for service.

Prepares reports for presentation to City Council and other elected officials and public groups as assigned.

Other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS:
KNOWLEDGE OF:

Federal, State, and local laws and regulations governing public transit system operations and transportation grant funding.

Modern transit system operating principles and practices

Principles and practices of supervision

Basic mathematics, account record keeping and budgeting

Computer programs such as Microsoft Word and Excel

Geographic Information System (GIS) software and geospatial analysis

ABILITY TO:

Plan, organize, and direct contracted transit operations.

Analyze operating conditions and problems and recommend and implement appropriate solutions.

Prepare reports and compile statistical data.

Serve as transit liaison or as a member of advisory and technical committees for local plans and projects being conducted by local communities, as assigned.

Develop, read, and interpret rules, policies and procedures. Provide customer service and planning expertise at public meetings and other public forums.

Assist with preparation of materials for public review and consumption.

Research complaints, problems and prepare responses for management, including composing correspondence.

Operate standard office equipment including microcomputer software.

Maintain tact, poise and professional demeanor under adverse circumstances.

Perform daily work in a detail-oriented manner.

Perform GIS geospatial data collection and analysis.

EDUCATION AND EXPERIENCE:

EDUCATION:

A minimum of a bachelor's degree with major coursework in public or business administration, transportation and planning, transportation engineering, economics, geography, or a related field. A master's degree in a related field and professional licensure is preferred.

EXPERIENCE:

Minimum five (5) years of responsible experience in transit or transportation planning, transportation engineering, public transit operations, geospatial analysis, or a closely related field.

****Other duties as assigned which are reasonably within the scope of duties enumerated above****

CATS is an equal opportunity employer. As such, CATS will recruit, hire, train, and promote in all job levels the most qualified persons without regard to race, color, creed, national origin, sex, age or handicap. All employment decisions are based on job-related standards and must comply with the principles of equal employment opportunity.