
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

JOB DESCRIPTION: TRANSPORTATION PLANNER - TRANSIT PROGRAM MANAGER

REPORTS TO: Senior Planner
EXEMPT STATUS: Exempt

POSITION GENERAL SUMMARY:

The Transportation Planner-Transit Program Manager provides general planning support for the River to Sea TPO and has primary responsibility for coordinating and managing transit related planning activities. Under the direction of senior staff, this Planner develops program specific events, projects, studies and other related activities. This position provides direct support to the Transportation Disadvantaged Local Coordinating Board (TDLCB) and coordinates program activities with consultants, project administrators, TPO staff, local government staff, transit providers, planning agencies and the public. This position also provides general planning support including transportation data management, long range planning, and management of general planning programs and studies.

ESSENTIAL POSITION FUNCTIONS:

- Ensures timely completion of required transit planning grants and program status reports.
- Provides staff support to the Transportation Disadvantaged Local Coordinating Board (TDLCB) and other committees and working groups by preparing meeting agendas and summaries and participating in meetings and public hearings.
- Prepares a variety of reports required for the Community Transportation Coordinating (CTC) agency and Transportation Disadvantaged (TD) service provider including, but not limited to, the Annual Operating Report, the TD Service Plan and the annual CTC Evaluation.
- Provides organizational support and transit related input as needed for the development of essential documents including the TIP, UPWP, LRTP, website and other promotional materials.
- Coordinates program specific activities requiring interaction with advisory committees, community organizations, planning professionals, elected officials and the public.
- Develops project scopes of service, issues requests for proposals and manages projects to ensure accurate and timely completion of deliverables.
- Provides planning support to SunRail, Votran and Flagler County Public Transit in the review of transit plans, site development plans, service delivery and customer service activities, and other plans that may be submitted by the Florida DOT, cities or counties within the planning area.
- Maintains public transportation Bus Stop and Route Inventories in ArcGIS and produces various maps as requested to support presentations, public meetings, and the brochure development.
- Reviews and analyzes data pertaining to economic, social and physical factors affecting the development of transit service.
- Participates in community events and organizations and attends industry training opportunities and conferences to improve program knowledge.
- Supports TPO public outreach and community relations efforts by responding to public inquiries, attending community functions and representing the organization at various events including Transportation Disadvantaged Legislative Day (TD Day) at the Capitol.

- Acts as a liaison between the TPO and local area service providers, attending organizational meetings, coordinating review of the work program, reviewing reports and documents pertaining to transit and providing information that assists the TPO, SunRail, Flagler County Public Transit and Votran in decision-making.
- Provides other organizational support as required.

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education and Experience:

- Bachelor’s Degree in Urban Planning, Public Administration, Business, Economics, or related field with at least one year of experience in planning, public administration or related field.
- Must have a valid Florida Driver’s License.

Knowledge, abilities and skills:

- Working knowledge of computer applications including Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher and e-mail;
- Knowledge of ArcGIS;
- Ability to work under direction to implement programs, meet project schedules and deadlines;
- Good interpersonal skills and the ability to communicate effectively both orally and in writing;
- Ability to work cooperatively and supportively in a team environment;
- Ability to establish and maintain positive working relationships with individuals or groups of people with diverse interests including business and industry professionals, elected officials, advisory committees and the public;
- Ability to gather, study, and analyze data and other relevant transportation related information;
- Ability to draw conclusions based on experience as well as verifiable facts and figures;
- Basic ability to organize, plan, program, and schedule multiple tasks, strategies and plans;
- Basic knowledge of urban planning with emphasis on public transit planning and operations, transportation disadvantaged, the Americans with Disability Act and customer service issues;
- Knowledge of the rules as they relate to public meetings;
- Technical expertise in data collection/analysis and familiarity with transit operations, GIS and land use planning are essential.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Works mainly in an office environment.
- Light physical activities and efforts required working in an office environment.
- Moderate physical activity, supporting community events, sometimes in outdoor environments and requiring prolonged standing.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Employee: _____

Executive Director: _____