



Senior Planner

Description

Position Summary: This position is responsible for conducting transit service planning.

Reporting Relationships:

- **Position Reports to:** Director of Planning & Development
- **Direct Report By Title:** None
- **Indirect Reports by Title:** None
- **Number of Reports:** Direct 0 Indirect 0

Examples of Duties

Essential Job Functions:

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions described in this position description. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this position description.

Job Responsibilities:

- Analyze performance of existing public transit service and identify trends
- Analyze data and document results from Automated Vehicle Location and Automated Passenger Count systems
- Develop and recommend short- and long-term fixed route, paratransit and on-call service plans that best meet the needs of the public, and improve transit service quality, productivity and efficiency
- Plan for public meetings and participate in conducting them
- Manage system-wide bus stop consolidation process in coordination with short- and long-term service plans
- Oversee and update the Bus Stop Design Guidelines document as necessary

- Prepare required analyses for regulatory compliance (i.e. Title VI and similar)
- Prepare grant applications for METRO services, programs or initiatives
- Regular attendance is essential
- Prepare monthly performance report for the Board of Trustees
- Respond to customer comments and complaints relating to service and bus stops
- Design and conduct transit-related surveys, analyze results and prepare reports to summarize findings
- Work cooperatively with other METRO departments and outside organizations to plan and implement transit-related services, facilities and/or programs
- Assist in the review of site development proposals for transit impacts and request new or improved transit amenities
- Prepare technical memoranda and reports for managerial review and consideration by policy makers
- Represent METRO on intergovernmental committees as assigned
- Performs other duties as assigned

Typical Qualifications

Educational Requirements:

- Bachelor's degree in planning, public administration, or a related field required; valid Ohio driver's license; three to five years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

Experience & Professional Skills:

- A minimum of five years of increasingly responsible professional experience in transportation planning, roadway design, and transportation plan implementation.
- Degree in public administration, planning or urban design, or related field is highly desired. Certification in the American Institute of Certified Planner (AICP) is highly preferred.

Communication & Administrative Skills:

- Ability to use Microsoft Office suite proficiently
- Proficiency in GIS software (e.g., ArcGIS, QGIS) for mapping, spatial analysis, and visualization of transit routes, stops, and demographic data.
- Strong verbal and written communication skills.
- Ability to lead, organize, and manage projects.
- Competence in preparing clear and concise reports, correspondence, and other documents.
- Ability to effectively engage with individuals and groups and deliver formal presentations.
- Strong organizational skills with the ability to prioritize tasks and meet deadlines with minimal supervision
- Ability to work on multiple complex projects at one time

Interpersonal Skills:

- Ability to define problems, collect data, establish facts and draw valid conclusions so as to resolve problems
- Ability to establish and maintain effective working relationships with various departments, individuals or other internal groups
- Knowledge of techniques of effective time management
- Ability to deal courteously and diplomatically with the general public

Cognitive Skills:

- Knowledge of applicable law, regulations and policy and the principles of transportation planning
- Experience in planning and/or implementation of Bus Rapid Transit lines (preferred)
- Experience in planning and/or implementation of transit-oriented development projects (preferred)
- Quick learner and self-starter
- Ability to make effective decisions and recommendations
- Knowledge of report generation
- Ability to demonstrate initiative and independent judgment
- Balance multiple priorities and coordinate numerous activities, communications, and projects while maintaining strategic focus
- Knowledge record keeping, report preparation, filing methods, and records management techniques