

JOB POSTING

Houston-Galveston Area Council seeks the following for an immediate opening:

<u>Position:</u>	Senior Fiscal Planner	<u>Position #:</u>	TR11007
<u>Department:</u>	Transportation	<u>Reports to:</u>	Program Manager

Summary of Position: Performs complex financial and mathematical analysis and research within an urban and transportation planning environment. Work involves understanding and analyzing local, regional, and state fiscal plans and programs (including bonds); developing financial plans and performance measures in transportation planning; developing procedures for implementing plans or programs; and developing procedures for measuring progress made on operational plans or programs. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

Examples of Work:

1. Collects, organizes, and analyzes data required in the development of financial plans and transportation performance measures.
2. Conducts financial analysis, develops and tracks performance measures, conducts research in financial analysis and performance measures with an understanding of financial instruments used to finance transportation infrastructure.
3. Develops procedures for the development, implementation, administration, and evaluation of financial plans and programs, and measures progress.
4. Develops procedures for the development and evaluation of performance measures for transportation projects, and documents and measures the change in service levels of transportation facilities.
5. Develops methodologies and specifications for financial planning and performance measures.
6. Provides technical assistance for contracts and reports on projects.
7. Prepares and monitors statistical performance measures. Prepares reports.
8. Participates in technical, policy, and interagency planning meetings.
9. Analyzes needs, constructs and implements decision support-based applications.
10. Identifies, defines, and researches issues of strategic importance.
11. Forecasts and monitors program performance objectives.
12. Researches federal and state regulations on transportation planning, including fiscal constraint and performance measures.
13. Consults and communicates with other departments, agencies, and civic groups.
14. Analyzes information related to transportation such as land use policies, financial documents, or long-range plans.
15. Recommends transportation system improvements or projects, based on financial, economic, demographic, land-use or traffic projections.
16. Analyzes and interprets data from financial analysis spreadsheets, traffic modeling software, geographic information systems, or associated databases.
17. Develops computer models, spreadsheets or other analytical tools to address transportation planning issues.
18. Documents and evaluates transportation project needs and costs.
19. Participates in public meetings or hearings to explain planning proposals, to gather feedback from those affected by projects, or to achieve consensus on project designs.

Minimum Requirements

1. Bachelors Degree with an emphasis in Finance, Economics, Urban and Regional Planning, Transportation Planning, Transportation Engineering or related field. Master's degree is preferred.
2. A minimum of five years work experience with a private or public organization responsible for the development and analysis of financial or economic information.
3. Strong analytical and research skills including the ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
4. Ability to plan and effectively manage complex, long-term projects.
5. Thorough knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
6. Ability to plan and effectively manage complex, long-term projects. Ability to prioritize and organize work.
7. Ability to work independently and with little to no supervision. Ability to work as a team player on multiple projects.

Salary Level: Level 7, Professional III \$49,400 – 77,645

Application Process: Please apply online at www.h-gac.com/careers

Internal candidates should express interest by contacting the Human Resources Department.