

VACANCY ANNOUNCEMENT

Planner, Principal

Transportation Access and Mobility Group/Center for Livable Communities

OPEN DATE: March 5, 2019

CLOSE DATE: Open until filled

POSITION SUMMARY:

The Atlanta Regional Commission (ARC) is the regional planning and intergovernmental coordination agency that focuses on issues critical to the Atlanta region's success, including growth and development, transportation, water resources, regional leadership development, services for older adults and workforce solutions. ARC is dedicated to unifying the region's collective resources to prepare the metropolitan area for a prosperous future. This is done through professional planning initiatives, the provision of objective information and the involvement of the community in collaborative partnerships.

The Planner, Principal will be responsible for transit project implementation and transit planning, and work with staff at all levels throughout the Transportation Access and Mobility Group and the agency on a variety of assignments as needed to advance aspects of the regional transportation planning process.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as an administrator of assigned regional plans, assuring that development proposals comply with applicable codes, existing conditions, past decisions and conform to planning principles; coordinates/convenes and leads development of regional impact review meetings; provides technical assistance and consultation to property owners, engineers, realtors, other development officials and local governments; analyzes studies, site plans, project information and comments and develops reports on regional impacts of development;
- Compiles, develops and reviews long-range planning studies including assessing and analyzing data, coordinating and facilitating public engagement, scheduling and attending meetings, preparing and delivering public presentations; assures coordination with local comprehensive plans including providing comments on local plans and developments with regional impacts;
- Serves as a project manager on major regional projects; serves as a liaison with federal, state and local officials; serves as project team member for projects undertaken by other groups and/or organizations; develops new strategies and initiatives; manages budgets and/or contracts; attends partner events; develops and manages project information including digital communications;

- Serves as a technical and/or subject-matter expert in assigned area of expertise; provides advice and consultation to partners and clients in the region; develops and nurtures relationships with partners and member organizations;
- Serves as a lead worker over paraprofessional, contract and/or temporary staff including coordinating hiring, managing work schedules and making/reviewing assignments;
- Convenes and facilitates meetings; prepares content and presentations; coordinates with communications staff to prepare scripts, and other information;
- Develops and conducts training and workshops including course content, presentation, scheduling;
- Serves as a lead worker, assigning work and monitoring work completion and/or supervises contract and/or temporary staff, as assigned;
- Perform other duties as assigned to support agency goals and objectives.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES:

- Knowledge of transit operations and all related FTA requirements (including operational requirements such as training, drug and alcohol testing, maintenance, etc.);
- Knowledge of Human Service Transportation (HST) delivery models;
- Knowledge of tools such as Remix and Conveyal for transit project analysis and evaluation of future projects;
- Knowledge of transit asset management requirements and overseeing development of a regional transit asset management plan;
- Skill in providing guidance and assistance to transit partners to best prepare them for migration to ATL planning and programming requirements;
- Skill in developing new and innovative analytical processes;
- Ability to provide oversight to a transit operating subrecipient;
- Ability to develop and give presentations to a variety of Boards and Committees;
- Ability to oversee an HST study of paratransit providers in the Atlanta region;
- Ability to conduct advanced transportation-related technical analyses;
- Ability to work independently and work effectively in a team environment;
- Ability to think critically while managing multiple tasks at the same time;
- Possess effective verbal and written communication skills;
- Proficient with Microsoft Office applications and ArcGIS.

MINIMUM QUALIFICATIONS (equivalent combination acceptable):

- Master's degree in urban or regional planning, economics, architecture, landscape architecture or related field
- Three (3) years of professional planning experience

SPECIAL REQUIREMENTS:

In addition to the detailed examples of responsibilities and abilities contained herein, all employees of the Atlanta Regional Commission are expected to model behavior consistent with the guiding principles outlined in our **Evolution Strategy**. Specifically, incumbents are responsible for demonstrating work habits that are:

1. Interdisciplinary by promoting professional and interpersonal connections and integration across functional disciplines;

2. Holistic by seeking expertise within the team, Group, or Agency to produce his/her work output, and demonstrating a strong understanding of and support for interrelationships between their work and the work of others in the team, Group, or Agency;
3. Actionable by continuously striving to improve his/her capabilities to produce sustainable outcomes, and displaying a strong need for achievement and a high energy level to attain goals;
4. Outcome Based by taking the initiative to meet goals and expectations, and consistently striving to produce tangible results with significant visible impact, and;
5. Targeted toward Ensuring Colleagues' Success by willingly and deliberately providing his/her expertise to others in an effort to build and sustain effective internal and external working relationships, and by modeling behaviors that consistently demonstrate concern for colleagues' success, needs, respect, trust and integrity.

ANNUAL SALARY RANGE: \$58,604-\$99,627 (no SS deductions except for Medicare portion, approx. 1.45% of salary)

ARC is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in employment or the provision of services.