

## Capital Project Planner

RESEARCH ANALYST I/II (RA I/II)

JOB RECRUITMENT #22-15

<b>SALARY RANGE</b>	Mid \$50,000s to Mid \$60,000s (position level & salary commensurate with education & experience)
<b>LOCATION</b>	Office of Capital Programs; Regional Planning
<b>CLOSING DATE</b>	When position is filled
<b>AREAS OF CONSIDERATIONS</b>	All sources

The Delaware Valley Regional Planning Commission (DVRPC) is the Philadelphia region's Metropolitan Planning Organization (MPO). We believe DVRPC is a place to work, learn, and create a career in a professional and stimulating environment that values diversity, innovation, and bringing your best self to work. If your background and experience match the following vacancy, we would like to hear from you.

### Job Description

This is a professional position responsible primarily for assisting with project development and coordination for the regional Transportation Improvement Programs (TIPs) for Pennsylvania and New Jersey. DVRPC convenes a wide array of partners across Greater Philadelphia to inform and facilitate data-driven decision making. One of our core responsibilities is the development and maintenance of a TIP, which lists the regionally agreed upon priority highway and public transit projects, plus bicycle, pedestrian, and freight related projects. The TIP uses performance-based planning to ensure efficient use of the region's resources, public funding, and other assets.

The employee will assist in project development activities in both states, including facilitating stakeholder input, research, analysis, and coordination with various planning efforts to advance priority transportation plans and projects. The employee will also work with the Capital Programs team to provide support for other TIP activities. Project development activities include coordination with state departments of transportation (DOTs), counties, municipalities, transit operators, and other DVRPC staff, to help evaluate and prioritize proposals, including consideration of federal performance measures and Long-Range Plan goals such as sustainability and equity; identify appropriate scope, costs, and schedules of projects; facilitate stakeholder input; and track outcomes.

Work is performed in accordance with broadly-defined objectives and professional standards and is subject to administrative and technical review by the Manager of the Office of Capital Programs.

### Responsibilities

- Assist in project development activities as detailed above.
- Assist with coordination for performance-based planning and programming responsibilities, including asset management, transportation performance measures target-setting and tracking, development and application of project evaluation criteria, and Environmental Justice and equity analysis of the Draft TIP.
- Coordinate with partners for project development and implementation activities, such as I-95 Planning Assistance, PennDOT Connects, and NJ Local Concept Development.
- Provide staff support to competitively funded programs (such as: CMAQ, TAP, Bridge, and HSIP) and local project development processes.
- Research new funding opportunities and programs, including new federal competitive programs through the Infrastructure Investment and Jobs Act (IIJA)/Bipartisan Infrastructure Law (BIL).
- Assist in the development and maintenance of the PA and NJ TIPs, including public outreach efforts.
- Participate in public education efforts concerning the TIP, including presentations to various groups, and providing technical assistance to member governments, the public, and other MPOs.
- Prepare special request data reports on an as needed basis.
- Perform related work as required.

### Qualifications

- Knowledge of the principles, practices, and objectives of transportation planning, and ability to relate this knowledge to the development of a regional transportation system.
- Ability to work independently as well as part of a team of diverse staff in office and remote environments.
- Strong organizational and time management skills, and the ability to handle multiple tasks and adhere to strict and frequent deadlines with attention to detail and accuracy.
- Ability to organize, synthesize, and communicate information in a clear and concise manner.
- Ability to establish and maintain effective working relationships with associates, planning and elected officials, and the general public.
- Proficiency with MS (Word, Excel, PowerPoint) and G-Suite (Google Docs, Sheets, and Slides) Experience using applications with an emphasis on data analysis, reports, and presentations. Experience and knowledge of relational databases, database software (including MS Access), and spreadsheet software (MS Excel), and the ability to conduct analyses and produce reports using such data management tools.
- Familiarity or knowledge of DOT and transit agency project programming, development, and/or delivery processes is a plus.

### Experience & Training

To classify as an RA I, one year of professional experience in transportation or regional planning is required. To classify as an RA II, a minimum of three years is required. Such experience may have been gained from a combination of experience and training. Training may have been gained through graduation from a four-year college/university, with major course work in a planning-related discipline applicable to transportation planning. A Master's degree can be substituted for one year of experience.

SEXUAL ORIENTATION, MINORITY, DISABLED, & VETERANS CANDIDATES ARE ENCOURAGED TO APPLY. NOTE: YOU MUST BE LEGALLY ELIGIBLE TO WORK IN THE US.

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**TO APPLY, SEND RESUME WITH A COVER LETTER TO HUMAN RESOURCES VIA: [RESUMES@DVRPC.ORG](mailto:RESUMES@DVRPC.ORG);**  
OR MAIL: 190 N. INDEPENDENCE MALL WEST / 8TH FLOOR / PHILADELPHIA, PA 19106-1520; OR FAX: 215-592-9125.