

## Job Description

**Title:** Regional Transit Planner I or II

**Category:** Full Time Professional (Exempt)

**Supervisor:** The Regional Transit Planner I or II works under the general direction of the Executive Director and the supervision of the Transportation Director

**Salary Range:** \$55,000-\$85,000 depending on qualifications and experience

### **Duties and Responsibilities:**

**Essential Functions:** Employee will have primary responsibility for carrying out transit planning duties as outlined in the Northern Middlesex Metropolitan Planning Organization's (MPO) Unified Planning Work Program and through a contract with the Lowell Regional Transit Authority (LRTA).

### **Job Responsibilities:**

- Provide technical support as staff to the MPO
- Provide technical assistance to the LRTA in capital planning activities, data collection for grant applications, and federal and state reporting requirements
- Assist with development of the MPO's federally required certification documents Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP) and the Long Range Transportation Plan (RTP)
- Responsible for transit planning activities including but not limited to:
  - a. Conducting route and fare structure analysis to ensure the public transit system serves the region's population;
  - b. Preparation of ridership samples for National Transit Database passenger reporting;
  - c. Review of the LRTA's Transit Asset Management Plan and Public Transit agency Safety Plan, and presenting to the MPO for approval, and maintaining LRTA bus stop and route data;
  - d. Development of the Coordinated Public Transit-Human Services Transportation Plan for the MPO;
  - e. Development of the MPO's Annual Title VI Plan;
  - f. Compliance with Disadvantaged Business Enterprise FTA Requirements including plan preparation, data collection and reporting;
  - g. Compliance with Americans with Disabilities Act (ADA) requirements including review of Paratransit ADA applications; and

- h. Assembling and analyzing LRTA Fixed Route and Paratransit monthly ridership, revenue and safety reports, and develop quarterly and annual monitoring reports.
- Participate in transportation-related technical committees, advisory committees, working groups and task forces, as appropriate
- Respond to inquiries from the public, local communities, and state and federal agencies regarding NMCOG's transportation planning projects
- Collaborate with other NMCOG staff on projects in housing, economic development, land use planning/ zoning, environmental planning when needed
- Maintain and develop relationships with the LRTA, member communities, Councils on Aging, human service agencies, advocacy groups, consultants, and the general public.

**Minimum Qualifications:**

**Required Skills**

- Well-developed knowledge of transit planning principles and practices
- Knowledge of transportation programs, policies, and funding sources
- Familiarity with the MPO and transportation planning processes
- Familiarity with GIS and spatial analysis software programs and applications
- Strong technical skills in the areas of transportation planning, including systems and performance management
- Strong technical, writing, and oral communication and public presentation skills
- Knowledge of statistical and data analytics
- Knowledge of computer programs and applications, including Microsoft Office Suite, econometric modeling, and database management
- Ability to work on several projects or issues simultaneously
- Ability to work effectively with community groups and government officials, especially local elected and appointed officials
- Ability to work independently or in a team environment as needed
- Group facilitation skills for use at community meetings and workshops

**Education and Experience**

Candidates must have either a Bachelor's degree in planning, engineering, public policy/management, or a closely related field and at least 3 years of relevant experience; or a Master's degree in one of the above listed fields plus at least 2 years of relevant experience. A Master's degree and/or significant additional experience is required for the Planner II position. Ideal candidates will have three to five years of professional experience in planning or engineering, with regional planning or MPO-related experience.

**Licenses, Certifications, and Equipment**

- A valid driver's license is required
- AICP certification preferred but not required

The position is open until filled and applications will be reviewed on a rolling basis. Interested candidates should submit a cover letter and resume to Jennifer Raitt, [jraitt@nmcog.org](mailto:jraitt@nmcog.org). Candidates selected to interview may be asked to submit a sample of relevant writing or work product. Candidates must have legal authorization to work in the US and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. NMCOG participates in E-Verify, which is a federal program that helps us to determine work eligibility in the United States.

NMCOG offers excellent Massachusetts state employee benefits and a flexible, hybrid work environment. NMCOG is an Equal Opportunity and Affirmative Action Employer.