



## Transit Planner

South Bend, Indiana

Entry to Mid-Level

### Summary

The Michiana Area Council of Governments (MACOG) is seeking an innovative and motivated professional to fill a full-time Transit Planner position. This position will assist the Director of Transit in supporting operational and planning activities for the fixed-route public transit service in Elkhart and Goshen, Indiana, called the Interurban Trolley. The Transit Planner will assist in route planning, marketing, outreach, and service implementation. In particular, this position will work with the Director of Transit to prepare and submit required federal reports and provide oversight of contracted service providers.

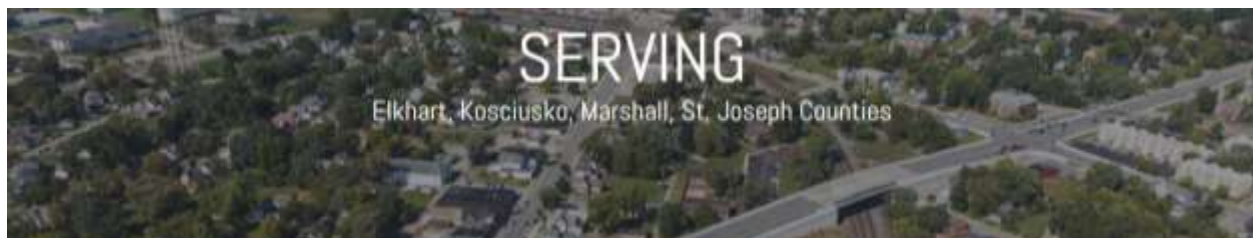
### Duties

Primary responsibilities include:

- Engages in effective team participation through a willingness to assist and support co-workers, supervisors, and other work related-associations.
- Assists in preparation and implementation of work programs.
- Builds relationships with local, State, and Federal agencies.
- Route planning, marketing, outreach, oversee projects, and implementation of service enhancement initiatives.
- Provide oversight on contracted service provider.
- Collect, manipulate, analyze, and report data.
- Preparation and presentation of oral and written reports.
- Prepare, manage, and perform reports for grants.
- Additional assignments may include involvement in National Transit Database reporting; Safety & Security reporting; Drug & Alcohol oversight; Disadvantage Business Enterprise program; and Coordinated Transportation Plan.
- Provide planning, training, and technical assistance to transit and non-profit providers in the region.

### Qualifications

- Bachelor's degree in public transportation, business administration, urban/regional planning, public administration or related field.
- Experience in public transit or other transportation planning is desirable, but not required.
- The candidate must have a high level of motivation and self-direction, ability to set goals and prioritize completing tasks.
- Ability to work independently and to partner effectively with colleagues.
- Strong verbal and written communication skills.
- Strength in project management is important.
- Candidates that have familiarity with ArcGIS and Adobe Creative Suite are a plus.





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### To Apply

Send a resume, letter of interest, and the names and contact information for three references to: [macogdir@macog.com](mailto:macogdir@macog.com) Attn: Transit Planner. The letter of interest should address the applicant's qualifications, as well as their interest and ability to fulfill the duties of this job. For more information, visit the MACOG website at [www.macog.com](http://www.macog.com).

