

Southwestern Pennsylvania Corporation Job Description

Position Title: Senior Transit Planner	Transportation Planner III
Reports to: Manager, Transit Programs	Revised Date: 03/2024

General Purpose: Leads in the development, implementation and administration of select commission transit related programs and projects. Develops and delivers oral and written reports and presentations to internal and external audiences.

Essential Functions:

- Leads and advises staff in the development, implementation, coordination, and administration of work plans for various planning initiatives.
- Serves as a liaison with the public, and various other agencies promoting regional transit and related transportation and land use planning at the local, state, and national levels. Assists with facilitating the Transit Operator Committee meetings and coordinates transit TIP requests with other staff.
- Researches, compiles, analyzes and coordinates technical and policy area information pertaining to the agency's program activity.
- Applies federal and state transportation planning regulations in the development of communications concerning the agency's program activity internally and externally via oral and written communications.
- Maintains and updates files on program activity.
- Reviews and edits select reports and technical memorandums.
- Processes and summarizes input and communications for possible inclusion in plan and program development.
- Plans, prepares for, and staffs both technical and specialty meetings.
- Develops and maintains partnerships with other planning agencies within the region.
- Writes Requests for Proposals, evaluates bids, and recommends consultants for support of various planning programs and projects.
- Reviews work of outside contractors to monitor progress on select projects.
- Applies knowledge of federal and state transportation funding to secure and maintain grant programs.
- All other duties as assigned by Supervisor/Manager.

Education / Experience Requirements:

- Bachelor's degree in Planning, Engineering, Public Administration or other closely related field required. Master's degree preferred.
- Five (5) years of transportation planning experience.
- General computer skills with the ability to learn new software applications.

Knowledge, Skills and Abilities:

- Ability to work both independently and as part of a team.
- Must have access to reliable transportation for in-region travel and a valid driver's license. Due to the nature of this position, some work sites will be unavailable by public transit.
- Excellent communication, writing, and organizational skills; strong analytical and computer/technical skills are required.
- Reading Comprehension, Information Gathering, Critical Thinking, Synthesis/Reorganization
- Problem Identification, Coordination, Judgment & Decision Making
- Idea Generation & Evaluation, Systems Perception
- Mathematics & English Language

Physical Requirements:	75% Sitting, 10% Walking, 15% Standing, 80% Use of hands, 5% Reaching 90% Talking / Hearing; Lifting < 10 lbs.; Near vision, Color vision
Work Environment:	Works in an environmentally controlled clean office. Working outdoors in inclement weather and a variety of environments may be required.

To Apply:

- Email letter of interest and resume to: hr@spreregion.org
- SPC provides competitive compensation, including an excellent benefits package, flex time, mileage reimbursement, holiday/vacation pay and more.

SPC is proud to be an Equal Opportunity employer. We value diversity among our applicants, staff, and commission, and invite applications from all qualified individuals regardless of race, ethnicity, color, religion, gender identity, sexual orientation, age, nationality, genetics, disability, or Veteran status.

SPC is committed to providing reasonable accommodations when necessary throughout our interview process. Please address these accommodations to our HR Director.

Creating an inclusive, engaged, and dynamic atmosphere is core to SPC’s mission. **Service, Resiliency, Innovation,** and **Accountability** are the core values that unite the SPC team, inspiring one another to work tirelessly and support others as they seek to reach new levels of excellence.

Employee’s Signature

Date

Human Resources

Date