



Job Description

Job Title: Transit Planner
Reports To: Supervisor
FLSA Job Status: Exempt (Salary)
Classification: Full-Time
Date Prepared: 2/15/2024

Job Summary. The Transit Planner assists Region 1 Planning Council (R1) and Rockford Mass Transit District (RMTD) in operational and planning activities related to fixed route and demand-response services. This position serves as the liaison between the R1 and public transportation providers, conducts short-range and long-range transit planning documents and studies, and analyzes transit data.

Illustrative Essential Job Functions. The duties listed below are intended to describe the general nature and level of work of this position. The list is not exhaustive or restrictive, and other duties may be assigned.

Planning Responsibilities

- Cultivate relationships with R1's Regional Transit Authorities, including attending monthly board meetings.
- Serve as liaison between Region 1 Planning Council and RMTD, as well as other public transportation and human service transportation providers.
- Supports grants and operation divisions of RMTD to coordinate transit planning process.
- Coordinate with Regional Transit Authorities regarding general needs, funding sources allocations, asset management, project development and performance targets.
- Prepares required MPO transit planning documents such as the Coordinated Public Transit – Human Services Transportation Plan (HSTP) and transit funding section of Transportation Improvement Program (TIP).
- Prepares RMTD Title VI & Environmental Justice planning documents.
- Conduct transit and transportation data collection and analysis, including performance management.
- Conduct planning related studies such as bus route evaluations, analyze transit passenger survey data and prepare reports based on findings.
- Participate on cross-collaborative teams in long-range, corridor, and redevelopment studies.
- Maintain knowledge of changes in federal, state, and local transportation and planning laws.
- Actively consult on transportation, environmental, and comprehensive planning and economic development functions of the R1.
- Utilize geographic information systems (GIS) to analyze data, produce reports and visually display regional demographic, land use, economic, public transit and other transportation infrastructure data.

Committee & Public Engagement Responsibilities



- Based on project assignments, serves as staff support interacting with governing board, policy committees, and advisory committees.
- Participate in neighborhood and local meetings, and other public outreach to inform and engage the public with respect to transit.
- Assist with improving public outreach and participation, especially in underserved populations and neighborhoods.

General Responsibilities

- Provide research, writing, and support for plans, reports, studies, and applications.
- Implements quantitative and qualitative research methodology.
- Comply with Open Meetings Act (OMA) and Freedom of Information Act (FOIA) as required.
- Assist in maintaining key economic and demographic datasets, and researching and identifying additional datasets to be tracked.
- Utilizes agency resources in a cost-effective, efficient manner, and according to policy.
- Provides professional internal and external customer service; respond to public inquiries.
- Maintains physical and digital records, consistent with best practices and the Illinois Local Records Act.
- Contributes to the development and implementation of agency communications.
- May attends, facilitate, and present at meetings, events, and other engagements representing R1.
- Maintains a professional office setting through cleanliness, organization, and demeanor.
- Works collaboratively with others to ensure the success and achievement of colleagues and members in the fulfillment of R1 priorities.
- Maintains reasonable and predictable attendance.
- Performs other duties as assigned.

Supervision Received Work is performed under the general supervision of the assigned Supervisor.

Supervision Exercised. Supervision is not a responsibility of this position, although functional direction may be exercised over staff in connection with various activities under the responsibility of this position.

Education, Training, Experience

Graduation from an accredited institution with a Bachelor's degree in political science, economic development, business or related field, and 2-3 years relative experience in public transportation planning. Master's degree preferred but not required. A satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be considered.

Licenses & Certifications. Annual completion of Open Meetings Act and Freedom of Information Act training required.

Job-Specific Skills. Critical knowledge and fundamental skills required for the position, include:

- Initiative to problem-solve, develop plans, and follow-through
- Ability to appropriately prioritize responsibilities, complete work in a timely manner, and meet deadlines



- Ability to adapt as the organization develops and evolves

Working Conditions and Special Demands

Work is performed primarily in an office setting, sitting at a desk and operating a personal computer. Work may require attending meetings that may involve travel throughout the region. Work may include occasional field inventory and data collection as needed.

The physical demands described are representative of those required to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequently

- Sit for long periods of time
- Use hands to finger, handle, or feel
- Reach with hands and arms
- Speak and hear

Occasionally

- Stand
- Walk
- Climb or balance
- Stoop, kneel, or crouch
- Lift up to 25 pounds

Necessary Special Requirements.

- Possession of a valid Illinois driver’s license
- Insured, personal vehicle for business use; business-related mileage reimbursement available
- Drug screening and background check

Region 1 Planning Council is an Equal Opportunity Employer committed to diversity and inclusion.