



DENVER REGIONAL COUNCIL OF GOVERNMENTS

OPEN POSITION ANNOUNCEMENT: Senior Planner (Demand Response Transit) (June 2024)

This is a limited-term, full-time, temporary position (ending approximately 18 months from hire date), with the potential for extension if additional funding sources are identified.

The Transportation Planning and Operations division is growing and we're looking for motivated and creative people to join our team. DRCOG is the largest metropolitan planning organization in the mountain west and is leading exciting and innovative regional transportation initiatives. DRCOG plans for and allocates funding to transformative transportation projects that support multimodal mobility for residents and visitors throughout the Denver region. Come join our dynamic team of transportation professionals focused on projects like regional Vision Zero, active transportation, bus rapid transit corridors, complete streets, air quality and climate, mobility analytics, emerging mobility, and regional transportation operations and technology.

We are currently recruiting a grant funded, limited-term senior planner to implement the RideAlliance Human Service Transportation Trip Exchange Hub funded through a Strengthening Mobility and Revolutionizing Transportation (SMART) Grant award. This position will be responsible for upgrading, enhancing, integrating, and piloting the Trip Exchange Hub. Additional duties include provider coordination, short-range planning, quarterly reporting to USDOT, and monitoring of integration and implementation of hub software. Once completed, the RideAlliance Trip Exchange Hub will coordinate and integrate demand response transportation resources among passengers, multiple service providers and sponsors in the Denver metro area.

The Denver Regional Council of Governments serves as a visionary leader along Colorado's central front range. We tackle the BIG issues, like growth and development, transportation and meeting the needs of older adults. Our success is built on, and defined by, long-standing partnerships and serving as a forum for discussing these and other emerging issues in an effort to collectively find innovative solutions. DRCOG is a Regional Planning Commission per Colorado state statute, and is the federally designated Area Agency on Aging (AAA) and Metropolitan Planning Organization (MPO) for the Denver region. Our culture and values fuel and inform the work we do. Employees are rewarded with competitive compensation, generous benefits and an adaptable work environment. Sound like a good fit? We'd love to meet you!

ABOUT THE POSITION OF SENIOR PLANNER (DEMAND RESPONSE TRANSIT)

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the Division.

- Provides leadership on varied planning activities in support of regional plans and projects; coordinates development and maintenance of regional plans; may serve as lead worker by assigning work and monitoring work completion; and provides consultation regarding various studies and initiatives.
- Serves as planning subject matter expert in area of assignment; performs and directs complex research tasks; develops and evaluates processes; makes recommendations for modifications to data collection methods and processes.
- Promotes the enhancement and facilitation of access to transportation services, including the integration and coordination of services. Performs a wide range of project, program and policy development duties including detailed issue and data analyses.
- Provides planning support and responds to inquiries and requests from internal and external stakeholders; prepares materials for presentations, print and web distribution to communicate technical research findings and policy recommendations to diverse audiences, including the DRCOG Board and committees.

- Demonstrates a commitment to valuing diversity and contributing to an inclusive working environment, both through internal and external participation.
- Performs other duties of a similar nature and level as assigned.
- Lead SMART grant implementation initiative to coordinate transit services, as appropriate, within the region.
- Ensure stakeholder needs are addressed, facilitate discussion, and work with project partners to reach collective consensus.
- Work with stakeholders and partners for the acquisition and implementation of technologies to help plan and operate coordinated human service transportation systems.
- Work with stakeholders to evaluate multiple transportation options or providers for persons with disabilities, older adults and others who are transportation disadvantaged to design the most efficient and cost-effective solution.
- Ensure project budget and cost management performance, including timely and accurate review and approval of applicable invoices and budget and invoice tracking.
- Act as a point of communication between DRCOG staff, stakeholders, and other external partners.
- Liaising with staff from CDOT, RTD, and all local public and human service transportation providers involved in SMART grant implementation activities.
- Ensure project reporting, including interim and final implementation plans, to federal partners as part of program compliance.
- Principles and practices of urban and regional planning;
- Principles and practices of project and program administration and management;
- Practices and methods of coaching and leading the work of others;
- Techniques and methods for organizing, prioritizing, assigning and monitoring work;
- Principles and methods of qualitative and quantitative research;
- Principles and applications of critical thinking and analysis;
- Best practices, trends and emerging technologies in local and regional planning;
- Effective communication techniques, including writing and public presentations oriented to a variety of audiences;
- Principles and practices of group facilitation and building consensus;
- Computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.
- Principles and practices of human service transportation/demand response transit, coordinated transit planning policies, and transit services (public and specialized);
- Knowledge of civil rights requirements and their specific applications to public transportation.
- Knowledge of federal programs providing transportation funding, including but not limited to:
 - Elderly Individuals and Individuals with Disabilities (Section 5310) program
 - Older Americans Act (OAA);
- Knowledge of the principles, procedures, and strategies of coordinated human services transit/transportation planning and coordination strategies;
- Knowledge of the transportation needs and barriers to access experienced by individuals with disabilities, older adults, and individuals with lower incomes;
- Basic knowledge of transportation data exchange hubs that share trip information across multiple software platforms.
- Managing a project or program, including development, monitoring and execution of scopes, schedules, budgets;
- Designing and implementing research analysis in the areas of human service transportation/demand response transit;
- Providing consultation and serving as a program liaison and subject matter expert;
- Interpreting, monitoring and reporting financial and project-related data and information;
- Compiling and sorting data and articulating issues and recommendations;
- Authoring and preparing original reports, documents and presentations;

- Understanding and defining project needs and creating project work programs involving other staff
- Providing direction to others to meet standards;
- Training and coaching staff;
- Facilitating group discussions and building consensus;
- Exercising political acumen, tact and diplomacy;
- Interpreting and applying applicable laws, regulations and organizational policies;
- Providing excellent customer service;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, the public and others to sufficiently exchange or convey information;
- Working in a team environment and maintaining effective working relationships with other team members and planning partners;
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Self-directed and able to accomplish tasks with limited supervision and/or follow-up.

Education and experience requirements:

- Bachelor’s degree in urban and regional planning, geography, public administration or directly related field and four to six years of related professional planning experience. A Master’s degree is preferred. OR An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

LICENSING/CERTIFICATIONS:

- Valid Colorado Driver’s License and access to an automobile or to substantively equivalent alternative transportation.

STATUS: Full-time, Exempt

COMPENSATION AND BENEFITS

The hiring salary range for this position is \$3,195.66 - \$3,992.23/semi-monthly or \$6,391.32 - \$7,984.46/month or depending on qualifications.

APPLICATION PROCEDURE

To view the full job description, a complete listing of benefits, and to apply for this position, please visit our website at <https://drcog.org/drcog-job-openings>.

This position is open until 5:00 p.m. Mountain Time on Wednesday, June 26, 2024.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.