

Transportation Planner

RESEARCH ANALYST II (RA II) JOB RECRUITMENT # 24-06

SALARY RANGE	\$63,000 to \$66,000 (position level & salary commensurate with education & experience)
LOCATION	Office of Transportation Systems Management and Operations
CLOSING DATE	When position is filled
AREAS OF CONSIDERATIONS	All sources

The Delaware Valley Regional Planning Commission (DVRPC) is the Philadelphia region's Metropolitan Planning Organization. We believe DVRPC is a place to work, learn, and create a career in a professional and stimulating environment that values diversity, innovation, and bringing your best self to work. If your background and experience match the following vacancy, we would like to hear from you.

Job Description

DVRPC seeks a skilled and organized communicator to join our Office of Transportation Operations Management. This candidate will work on projects and initiatives across two states, nine counties, and with a wide range of partners to maximize the effectiveness of the existing transportation system. The overarching goal of the team is to safely improve mobility without adding capacity, referred to in the transportation profession as Transportation Systems Management and Operations (TSMO).

This is a unique role for a planning organization, which involves relationship building and ongoing coordination with regional first responders, as well as key partners at the local, state, and federal levels, as well as the private sector. The position requires an independent-minded person, who also has the ability to operate seamlessly within a team framework. Though there are existing projects and expectations for this position, there is also ample opportunity for professional growth and portfolio expansion based on the selected candidate's interests and skills. Work is performed in accordance with general agency policies and professional standards with results subject to review by senior professionals. **This position is based in DVRPC's Philadelphia office with a hybrid work schedule that includes occasional travel throughout the DVRPC region for meetings.**

Responsibilities

- Assist in the coordination and facilitation of the Electric Vehicle and eight Traffic Incident Management Task Forces, which bring together regional emergency response partners to share best practice and coordinate operations.
- Work on your own or collaborate with other DVRPC creative and communications staff to improve outreach processes and marketing materials for TSMO programs.
- Collaborate with other planning staff to understand emerging trends in transportation and roadway safety; integrate findings into future projects and task force programs.
- Write succinct reports with clear supporting material; present results to appropriate agencies, committees, and the public.
- Conduct project coordination services and technical assistance to member governments, consultants, and transportation operators.
- Collaborate with other staff throughout DVRPC.
- Help maintain TSMO webpage and supplemental online materials.
- Develop and implement aspects of TSMO by following up on meeting action items and next steps. Maintain vendor relationships and monitor vendor performance by updating scorecard metrics and dashboard in OpenGov.
- Perform related work as required.

Qualifications

- Excellent communication skills with attention to detail, and the ability to present results of research effectively in oral, written, and graphic form.
- Superior time management and organizational skills.
- Ability to establish and maintain effective working relationships and facilitate dialogue among a diverse group of stakeholders and the general public.
- An eagerness to try new approaches to long-accepted practices.
- Knowledge of transportation planning and/or transportation engineering.
- Ability to organize and conduct research projects.
- Knowledge of database management skills in Access or Oracle. Expertise with G Suite, Microsoft Excel, Word, PowerPoint, Adobe Illustrator, and InDesign.
- A willingness to learn new skills, while playing to current strengths.

Experience & Training

A minimum of three (3) years of experience is required to qualify as an RA II. This professional experience may be in the fields of transportation planning or city/regional planning and/or as a result of graduating from a four-year college/university with major course work in planning or related discipline that is applicable to local government or regional planning. A Master's degree may be substituted for one year of professional experience.

LEARN ABOUT DVRPC'S WORK CULTURE & BENEFITS: WWW.DVRPC.ORG/HUMANRESOURCES

DVRPC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. FULL CONSIDERATION WILL BE GIVEN TO ALL ELIGIBLE, QUALIFIED APPLICANTS WITHOUT REGARD TO AGE, ANCESTRY, COLOR, DISABILITY, DOMESTIC OR SEXUAL VIOLENCE VICTIM STATUS, ETHNICITY, FAMILIAL STATUS, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION (INCLUDING PREGNANCY), NATIONAL ORIGIN, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION, MINORITY, DISABLED, & VETERANS CANDIDATES ARE ENCOURAGED TO APPLY. NOTE: YOU MUST BE LEGALLY ELIGIBLE TO WORK IN THE US.

TO APPLY, SEND RESUME WITH A COVER LETTER TO HUMAN RESOURCES VIA: RESUMES@DVRPC.ORG

OR MAIL: 190 N. INDEPENDENCE MALL WEST / 8TH FLOOR / PHILADELPHIA, PA 19106-1520; OR FAX: 215-592-9125.