

**NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION
AUTHORITY invites applications for the position of:**

TRANSIT PLANNER

SALARY: \$55,946.00 - \$67,135.00 Annually

OPENING DATE: 12/12/18 CLOSING DATE: 01/03/19 05:00 PM

Come work for an award winning transit system in beautiful Flagstaff, AZ.

Ideal candidate needs to be familiar with transit planning and have experience with data collection/management and analysis, experienced with project management, and land use planning. Ideally, is familiar with GIS and planning software such as Remix and National Transit Database. Candidate needs to be organized, detail oriented and be able to work independently.

NAIPTA/Mountain Line is an equal employment opportunity employer.

NAIPTA requires an online application.

Please see website www.mountainline.az.gov/jobs for full job description and to apply.

Job Purpose of a Transit Planner

The Transit Planner leads short-range transit planning, analysis and implementation, programs, and implementation. Supervision is provided by the Development Director who assigns task, gives preliminary instructions, reviews work in process and upon completion for quality and adherence to standards.

Essential Functions & Responsibilities

- Acquires new knowledge and learns new ways of solving problems, thinks and plans strategically, visualizes and communicates a vision, models desired behavior, drives organizational change, recognition and development of staff potential, pro-actively addresses performance issues.
- Effective collaborator and network builder, persuasive, sensitivity to situation and individuals, knows how to work within the organizational and political structure.
- Taking Risks and Innovation: thinks out of the box, open minded and flexible in thought and tactics, oriented toward results, adapts problem approaches, creative solutions.
- Responsible for studies of transit routes and services, the development of corridor service plans and routine service changes.
- Develops and implements the NAIPTA's 5-year and Long Range Transit Plan.
- Develops and makes recommendations on transit planning studies, programs, and surveys, including collection, entry, tabulation, and analysis of technical data.
- Provides professional transit planning analysis and recommendations to other divisions and departments; ensures accurate data is integrated into development of service extensions and service improvements.
- Provide technical analysis for service proposals and implementation in the areas of operational

impact, marketing, public input and information.

- Manages projects and planning process including visioning, stakeholder involvement, work plan development and accountability to tasks.
- Supports long-range transit planning projects with analysis, review and recommendations.
- Directs the evaluation of requests for new and alternative service and service changes from stakeholders through policy, transit guidelines, transit capacity and equity analysis. Conducts or participates in public meetings to discuss proposed service changes.
- Coordinates with other divisions to evaluate potential for new routes or services, customer impact of proposed major service changes, market research, promotions, and other activities related to service changes.
- Develop, monitor, analyze, and advise service level performance measurements and key performance indicators.
- Develops, administers and monitors service change cost impact analyses in order to maintain/enhance the organizations public transit service offerings.
- Administers database management for transit planning, including data analytics using various data sets.
- Provide reports and analysis to assist management in operations planning. These include monthly Ridership Reports, ongoing trend analysis of each route in the system using Transit Industry Standards and Measures (passengers per mile, etc.), key performance indicators for strategic planning and annual reporting and frequent analysis of newer routes.
- Develops required monthly, quarterly, and annual operational reports for internal, local, state, and federal agencies, such as the Federal Transit Administration and the National Transit Database. Data needed for National Transit Database includes managing the passenger mile data collection system, performing passenger boarding counts as needed, and maintaining ridership data.
- Develops system wide service hour projections for budget and transit planning development.
- Manages current detailed Geographic Information Systems data for a variety of purposes including base mapping, bus stop inventory, demographic representations, and route information.
- Supports programs to increase ridership and multi-modal travel demand.
- Administers peer city reports that evaluate comparable systems in terms of operating and performance statistics.
- Work with local planners to assist in the development of transit-specific elements within new developments.
- Passenger amenities: plans for passenger amenity improvements, including examination, reporting and developing proposed improvements and new facilities. These facilities include bus shelters, bus stop benches, park-and-ride lots, litter receptacles, information kiosks and other facilities.
- Customer complaints: Investigate and seek to resolve customer complaints related to passenger amenities and service quality issues.
- Research: Performs research and analysis and makes recommendations on proposed short- and long-term actions and projects.
- Provides and prepares presentation materials including graphs, maps, and other visual displays.
- Provides research and preliminary analysis of programs and regulations (as needed).
- Oversees compliance on Title VI program as related to service changes.
- Attends, observes and reports on public meetings.
- Performs other duties of similar nature and level as assigned.

Attendance

General employment policies regarding vacation, sick, and unpaid leave apply. Occasional need to report to work on day off and work overtime.

Confidentiality

By the nature of the position, the Transit Planner must have access to many different plans, policies, and interpretation of policies, human resource issues and strategies.

Knowledge, Skills, and Abilities

Knowledge:

- Federal Transit Administration (FTA) programs and National Transit Database (NTD) reporting, including Title VI and Environmental Justice Regulations;
- Transit planning principles and practices, including transit demand modeling, multi-modal networks and alternative transportation modes;
- Land use planning;
- Environmental concepts and principles;
- Statistical methods and techniques of data collection, research, and report preparation;
- Customer service principles;
- Principles and practices for developing and coordinating a broad-based GIS system;
- GIS database planning, design and implementation;
- Geospatial theories, data management and computer systems.
- Knowledge of web-based applications;

Skills:

- Written and verbal communications skills;
- Good decision making, time management, project management, teamwork;
- Understanding of Intelligent Transit Systems and other transportation-related technologies
- Management and analysis of data sets including qualitative and quantitative reasoning;
- Understanding the organization and operation of the agency, and of outside agencies, as necessary to assume assigned responsibilities;
- Experience with developing performance targets and measurements
- Coordinating activities between multiple departments;
- Conducting transit studies, research, and preparation of a variety of reports;
- Experience managing projects with preferred training in formal process;
- Knowledge of, and interest in transit and/or community planning;
- Proficient with Microsoft Office Suite;
- Strong internal and external customer service skills;
- Business English, spelling and arithmetic.

Abilities:

- Work independently and with others in an effective manner;
- Analyze data, define problems, identify potential solutions, develop implementation strategies and evaluate outcomes;
- Ability to follow verbal and written directions with minimal supervision;

- Prepare clear and concise oral and written reports;
- Read and understand transportation and program planning documents and standards;
- Ability to efficiently manage time and workload, which includes prioritizing, organizing, and following-through on a variety of tasks, assignments, and projects to meet deadlines;
- Establish and maintain effective working relationships with all levels of staff, government representatives, and customers;
- Read and interpret regulations and regulatory guidance and to help translate federal or state rules into practice, in relation to new project initiatives;
- Ability to respond directly to public inquiries (including public meetings) in an understandable and diplomatic manner;
- Broad-based GIS program experience that includes effective database development and management;
- Strong ability to provide excellent internal and external customer service;
- Ability to respond directly to public inquiries (including public meetings) in an understandable and diplomatic manner;
- Ability to analyze, evaluate, and identify complex transit issues;
- Ability to multi-task, communicate, manage and complete work plan.
- Work safely and support a workplace culture of safety.

Working Conditions, Exposure to Risks and Physical Dangers

While performing duties from the office, there is normal exposure to risks and physical dangers. When on undeveloped sites, the exposures increase including walking near traffic and traveling to and from locations.

Education Requirements:

Bachelor's Degree from an accredited college or university in Transportation/Urban Planning, Geography, Business/Public Administration or a related field. Master's Degree is preferred.

Similar Work Experience:

Minimum two year (2) years of transit and/or general planning related experience involving research and analysis.

Licenses, Training and/or Certifications Required:

- Valid Arizona Driver's License.
- AICP preferred

Substitution:

Any combination of education, experience, and training that provides the required knowledge, abilities, and skill to perform the duties of the position.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.mountainline.az.gov>

Questions: employment@naipta.az.gov