



**EMPLOYMENT OPPORTUNITY**  
**Valley Metro RPTA**  
**Planner I**

*Valley Metro is an Equal Opportunity Employer*

**SALARY**

\$50,425.00 - \$75,637.00 Annually

**FLSA:** Exempt position, not eligible for overtime compensation.

**SUMMARY:**

The hiring range for the Planner I position is (\$50,425 to \$54,648) depending on qualifications.

The Planner I is the first level in a three level Planning series. Position performs entry-level professional, planning duties. Typical duties include: providing support for short- and long-range planning activities, assisting in research studies, responding to suggestions and comments from the public, and assisting in preparing planning documents.

In addition to basic transportation planning skills, these assignments will require knowledge of and strong interest in;

When assigned to Capital/Corridor Planning

- capital planning principles
- transit corridor and capital facility development
- principles on transit-oriented communities or development (TOD)

When assigned to Service Planning

- transit service planning principles
- transit scheduling principles
- multi-modal and emerging transit technology concepts

**MINIMUM QUALIFICATIONS & REQUIREMENTS**

Bachelor's Degree in Geography, Urban Planning, Transportation Engineering or a related field and six months of planning related experience involving research and analysis; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties such as those listed.

Master's Degree and/or transit planning experience is desirable.

Experience using technical planning applications to collate and display data in GIS, charts/tables/graphics and maps is desirable

Background Investigation:

Employment is contingent upon the results of a background check.

**EXAMPLES OF DUTIES / KNOWLEDGE & SKILLS**

**The statements listed below describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description amended at any time.**

Prepares short-term special studies and environmental, social, and economic impact statements.

Conducts transit research and analysis, evaluates findings, identifies significant issues and develops staff recommendations on routine projects.

Provides bus and light rail corridor planning and technical assistance.

Provides assistance in efforts to align agency service with community needs; provides planning data to other divisions and departments; ensures accurate data are integrated into development of service adjustments and extensions, and station, stop and service improvements.

Prepares a variety of planning documents including corridor planning studies, local area service improvement and implementation plans, technical descriptions, survey analysis reports, memorandums and progress reports.

Investigates and responds to community suggestions and complaints.

Answers inquiries and assists the public and other agencies in matters relating to planning. Provides general plan information within scope of authority.

Monitors and analyzes transit ridership trends and best practices.

Attends meetings, serves on committees and makes presentations as needed; supports public meetings as needed.

Works with Valley Metro staff, member agency staff, and consultants on transit planning issues.

Coordinates activities with other internal divisions.

Performs other duties of similar nature and level as assigned.

Knowledge of:

Transit planning principles and practices;

Data analysis methods;

Report preparation methods;

Customer service principles;

GIS and statistical applications;

Survey methods

Project management and organizational principles.

Skill in:

Conducting transit studies and research: compiling data, analyzing findings and identifying issues;

Preparing a variety of business correspondence and reports;

Providing quality customer service and issue resolution techniques;

Using a computer and related software applications;

GIS skills preferred;

Analyzing, evaluating, and identifying complex transit issues;

Coordinating activities between multiple departments;

Communicating in order to interact with co-workers, supervisor, and the general public at a level sufficient to exchange or convey information and to receive work direction,

Making presentations.

### **PHYSICAL DEMANDS / WORK ENVIRONMENT**

Positions in this class typically require: fingering, grasping, talking, hearing, and seeing. Valley Metro complies with ADA/EOC requirements with respect to reasonable accommodation for people with disabilities.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**APPLY DIRECTLY ONLINE AT: <http://agency.governmentjobs.com/valleymetro/default.cfm>**