

PLANNER I – PROGRAM DEVELOPMENT

\$54,559 - \$87,295 ANNUALLY

FLSA Classification	EXEMPT
Reports to	Deputy Director of Program Development
Type	Regular, Full-time
Date Prepared	September 28, 2019
Date Modified	May 31, 2022

General Statement of Position:

The Planner I – Program Development works collaboratively with and supports the Palm Beach Transportation Planning Agency’s (TPA) Program Development Team. The position’s primary responsibilities include creating and maintaining Geographic Information Systems (GIS) datasets, maps and graphics. The position also requires supporting the development and implementation of the TPA’s Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and the identification and implementation of projects in the TPA’s State Road Modifications and Local Initiatives funding programs. All work is performed with considerable independence and initiative under direction of the Deputy Director of Program Development.

Position duties include:

- Create and maintain GIS datasets, maps and graphics to support transportation-related analysis and web-based presentations of data.
- Support the development and implementation of the TPA’s Long Range Transportation Plan (LRTP), including creation of GIS project data, participation in regional planning and modeling efforts, and creation of socioeconomic forecasts based on land use plans and population and employment trends.
- Support the development of the Transportation Improvement Program (TIP), including creation of GIS project data, development of revenue forecasts, calculation of performance measures, and documentation of compliance with federal and state regulations.
- Support the identification and implementation of projects in the TPA’s State Road Modifications and Local Initiatives funding programs, including reviewing applications, conducting field reviews of project locations, and reviewing design plans.
- Participate in corridor planning, multimodal planning, and transportation/land use planning.
- Perform other transportation and land use planning tasks to support TPA objectives and meet state and federal requirements.
- Prepare maps and graphics to support TPA performance management initiatives.
- Maintain and analyze transportation data using the ESRI Suite.
- Create and design maps, data visualizations, graphics and documents using the ESRI Suite, Microsoft Office Suite, and/or Adobe Creative Suite.
- Prepare and present information to the TPA Board, advisory committees, outside agencies and the public.
- Oversee consultant work orders as assigned.
- Collaborate with TPA staff, consultants, local governments, partner agencies, key stakeholders, and the public in transportation planning.

- Provide technical and advisory assistance to local governments and agencies in matters related to pedestrian, bicycle, and transit planning.
- Perform updates to the TPA website.
- Participate in partner agency committees.
- Participate in public outreach and educational activities to share information and gather public input.
- Perform all other duties as may be assigned to meet agency needs.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each of the aforementioned essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Bachelor's degree in urban/regional planning, transportation engineering, or a related field is required.
- Master's degree or any other graduate degree in urban/regional planning or a related field is preferred.
- One (1) or more years of experience in urban/regional planning, transportation engineering, or a related field is preferred.
- A graduate degree in urban/regional planning or related field may account for one (1) year of experience.
- GIS experience is preferred.
- Experience working with a Metropolitan Planning Organization is preferred.
- American Institute of Certified Planners (AICP) certification is preferred.

Certificates, Licenses, Registrations

Must have or obtain a valid Florida Driver's License and maintain a clean driving record.

Knowledge

- Federal and state planning regulations related to transportation planning and programming.
- Analyze US Census and other socioeconomic data for planning purposes.
- Local government comprehensive planning requirements relating to transportation.
- Transit systems, bicycle facilities, and pedestrian facilities constructed and operated in large urban areas.
- Complete Streets, Vision Zero, and similar planning initiatives.
- Florida's transportation planning process and programs.

Skills

- Preparing and giving oral presentations.
- Preparing and editing documents.
- Speak English fluently and is clearly understandable.
- Organize and analyze data using computer programs such as Microsoft Excel and ArcGIS.

Abilities

- Communicate clearly both orally and in writing.
- Use computer applications including the Microsoft and Adobe Creative Suites of software.
- Serve effectively in group activities such as teams, task forces, and committees.
- Understand complex issues and explain them in "plain speak."
- Work with minimal supervision and direction and to initiate projects, and activities without direction.
- Work under pressure/stress with an extreme level of accuracy.
- Understand and care for the diverse members of Palm Beach County's communities.
- Be technically knowledgeable of multimodal transportation systems.

Benefits

The TPA offers a competitive salary and excellent benefit package including paid leave and TPA-funded insurance, retirement, transportation, and tuition reimbursements.

Working Conditions

While performing the duties of this job, the employee is subject to the following conditions:

- Environment:
 - The work is generally performed within an office environment.
 - Lighting and temperatures are typically adequate, and there are little hazardous or unpleasant conditions caused by noise levels, atmospheric levels, etc.
 - The noise level in the work environment is typically quiet to moderate.

- Physical Demands:
 - The employee is generally sedentary, but may occasionally be required to stand, walk, stoop, kneel or bend at the waist.
 - The ability to lift and carry 20 pounds as occasionally required.
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
 - Specific hearing abilities required by this job include the ability to hear and speak to communicate in person, before groups, and over the telephone.

- Work Authorization/Security Clearance
 - The employee must successfully pass a criminal background check.
 - The TPA will also verify the identity and employment authorization of individuals hired so the proper completion of Form I-9 is required, which includes the employee providing documents evidencing identity and employment authorization.
 - The TPA is a drug-free workplace as provided in Section 440.101 et seq., Florida Statutes so the employee may be subject to drug and alcohol screens, as permitted by law.

Travel

Approximately 5% up and not limited to 20% of the employee's time may be spent outside the office travelling to transportation related meetings and events.

Other Duties

The above information is intended to indicate the general nature and level of work performed by the employee in this position. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this position. Duties, responsibilities, and activities may change at any time with or without notice.