

# SENIOR PLANNER – LRTP COORDINATOR

STARTING AT \$77,911 ANNUALLY

<b>FLSA Classification</b>	EXEMPT
<b>Reports to</b>	Deputy Director of Programs
<b>Type</b>	Regular, Full-time
<b>Date Prepared</b>	September 28, 2019
<b>Date Modified</b>	September 6, 2023

## **General Statement of Position:**

The Senior Planner position serves as the Long Range Transportation Plan (LRTP) Coordinator and works collaboratively to support the Palm Beach Transportation Planning Agency's (TPA) Programs Team. The position's primary responsibilities include overseeing the development of the 25-year vision plan for the Palm Beach TPA and the selection and implementation of multimodal projects on state roadways within Palm Beach County. The position also requires leading the TPA's LRTP (including travel demand modeling and regional planning), administering funding programs, managing infrastructure GIS data, monitoring local freight logistics systems and activity levels, and administering the TPA's Technical Advisory Committee (TAC). All work is performed with a high degree of independence and initiative under the direction of the Deputy Director of Programs.

## **Position duties include:**

- Lead the development and implementation of the TPA's Long Range Transportation Plan (LRTP), including travel demand modeling, participation in regional planning and modeling efforts, and manage all necessary backup materials to support development, implementation, and amendment of the LRTP.
- Create and maintain socioeconomic forecasts based on land use plans and population and employment trends, describe and code desired and cost feasible projects in a travel demand model, and postprocess model outputs for publication to the TPA website.
- Lead TPA participation in Southeast Florida Regional Transportation Plan (RTP).
- Create and maintain GIS datasets, maps and graphics to support transportation-related analysis and web-based presentations of data, and support maintenance of federally required performance measure data.
- Lead the identification and implementation of state road projects in the TPA's funding programs, including maintaining project selection criteria annually, reviewing applications, conducting field reviews of project locations, and analyzing the state roadway system for potential projects that advance the TPA's vision and progress toward selected performance measure targets.
- Oversee the local freight logistics systems and activity levels and lead the TPA's participation in regional freight plan.
- Administer the Technical Advisory Committee (TAC) and serve as the staff liaison and compile agenda and backup materials.
- Oversee consultant work orders as assigned.
- Prepare and present information to the TPA Board, advisory committees, outside agencies and the public.
- Review projects on state roadways for multimodal infrastructure to support the TPA's objectives.
- Collaborate with consultants, partner agencies, stakeholders, and the public in transportation planning.

- 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.
- Provide technical and advisory assistance to local governments and agencies in matters related to transportation 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 or a related field and 6 years of experience.
- Master's degree in urban/regional planning or a related field and 4 years of experience.
- GIS experience analyzing transportation data and producing maps.
- 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.
- Long-range planning, including prediction of travel demand, forecast of financial resources, and selection of eligible projects.
- Complete Streets, Vision Zero, and similar planning and safety initiatives.
- Florida's transportation planning process and programs.

### **Skills**

- Preparing and giving oral presentations.
- Preparing and editing documents.
- Speak English fluently.
- Organize and analyze data using computer programs such as Microsoft Excel and ArcGIS, and other travel demand modeling platforms.

### **Abilities**

- Communicate clearly both orally and in writing.
- Use computer applications including Microsoft Office and Adobe Creative software suites.
- Construct multimodal projects consistent with Florida design standards.
- 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.*