
SENIOR PLANNER – PEDESTRIAN & BICYCLE COORDINATOR

STARTING AT \$77,911 ANNUALLY

FLSA Classification	EXEMPT
Reports to	Deputy Director of Multimodal
Type	Regular, Full-time
Date Prepared	August 15, 2022
Date Modified	August 16, 2024

General Statement of Position:

This Senior Planner serves as the Pedestrian and Bicycle Coordinator and manages the planning, funding and implementation of pedestrian and bicycle facilities and safety initiatives for the Palm Beach Transportation Planning Agency (TPA). This position leads tasks independently while also guiding others in completing their tasks. This position may also occasionally review work and provide employees with specialized instructions and practices for collaboratively planning, prioritizing, and funding the transportation system.

Primary responsibilities include developing and advancing a non-motorized transportation system; administering the TPA's Vision Zero Advisory Committee (VZAC) and Transportation Alternatives (TA) Program; supporting the implementation of non-motorized projects; advancing walk & bicycle initiatives, Complete Streets, Vision Zero, and Safe Routes to Schools; maintaining and analyzing non-motorized facility and activity GIS data; and performing other tasks as directed. Work is performed with a high degree of independence and initiative under the direction of the Deputy Director of Multimodal.

Position duties include:

- Advance walk & bicycle initiatives, Complete Streets, Vision Zero, and Safe Routes to Schools.
- Develop and advance a non-motorized transportation system.
- Maintain a priority network of pedestrian gaps and bicycle corridors in the LRTP.
- Serve as the liaison to the Vision Zero Advisory Committee (VZAC).
- Annually update and administer the Transportation Alternatives (TA) Program.
- Collect and analyze pedestrian and bicycle activity data.
- Support the implementation and funding of non-motorized projects.
- Review projects for consistency with TPA vision and submitted applications.
- Identify potential safety projects at high crash intersections.
- Evaluate upcoming resurfacing projects and for inclusion of non-motorized infrastructure, safety and lighting modifications.
- Engage stakeholders to promote the TPA's vision and priorities and consider local preferences.
- Conduct field reviews for pedestrian and bicycle safety improvements.
- Create Complete Streets project opportunity plans and performance templates.
- Participate in and/or lead multimodal planning initiatives.
- Collaborate with stakeholders to identify transportation issues, goals, and objectives for meeting physical, social and economic needs.
- Organize and support events to promote safety and active transportation.
- Collaborate with the School District to implement pedestrian, bicycle, and driver safety education as well as walk/bicycle and Safe Routes to School initiatives.

- Maintain and analyze non-motorized facility and activity GIS data;
- Conduct analysis of complex urban issues using geographic and economic data using ArcGIS.
- Compile and integrate geospatial data from a wide variety of sources for analysis.
- Read and interpret data from spatial and non-spatial databases.
- Maintain a GIS database of non-motorized facilities and counts,
- Analyze and publish non-motorized system performance measures via data visualizations and/or online.
- Create and design attractive graphics and documents using Adobe Create Suite.
- Present bicycle and pedestrian projects and programs information to the TPA Board, advisory committees, outside agencies and the public.
- Collaborate with outside consultants and oversee work orders as assigned.
- Provide technical and advisory support to partner agencies and the public.
- Participate in partner agency committees.

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 planning and State funding programs and regulations.
- Florida statutes related to transportation planning and programming.
- Local government comprehensive planning requirements relating to transportation.
- Local and premium transit systems, bicycle facilities, and pedestrian facilities.
- Complete Streets, Vision Zero, Safe Routes to School initiatives and similar planning initiatives.
- Florida's transportation planning process and programs.
- Florida Design standards for designing and implementing pedestrian and bicycle facilities.

Skills

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

Abilities

- Communicate clearly both orally and in writing.
- Use computer applications including the Microsoft and Adobe Creative Suites 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 cultural and linguistic backgrounds of the local community.
- Be technically knowledgeable of multimodal transportation systems.
- Ability to travel for events, training and other TPA functions.

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.