

## PLANNER I/II

STARTING AT \$57,287 ANNUALLY

<b>FLSA Classification</b>	EXEMPT
<b>Reports to</b>	Deputy Director of Multimodal
<b>Type</b>	Regular, Full-time
<b>Date Prepared</b>	September 28, 2019
<b>Date Modified</b>	October 11, 2024

### **General Statement of Position:**

The Planner I/II works collaboratively to support the Palm Beach Transportation Planning Agency's (TPA) Multimodal Team. The position's primary responsibilities include supporting the development and implementation of the TPA's pedestrian, bicycle, and transit plans, programs, and projects. The primary focus areas the position engages with are Vision Zero, Complete Streets, pedestrian, bicycle, and transit planning activities. Additional responsibilities include the completion of deliverables under the Commission for Transportation Disadvantaged (CTD) planning grant and associated tasks. Work is performed with some independence and initiative under the direction of the Deputy Director of Multimodal.

### **Position duties include:**

- Serve as the staff liaison to the Transportation Disadvantaged Local Coordinating Board (TD LCB) and create agenda and backup materials for quarterly meetings.
- Complete TD planning grant deliverables, including TDSP updates, CTC evaluations, and associated tasks.
- Perform multimodal corridor studies, and transit-supportive land use and first-last mile analyses.
- Support the development of pedestrian, bicycle, and transit plans, programs and projects.
- Support the review, selection and implementation of pedestrian, bicycle, and transit projects for funding through the TPA's List of Priority Projects (LOPP) and Transportation Improvement Program (TIP).
- Assist with evaluation of roadway projects for Complete Streets and safety opportunities.
- Support in the development and implementation of the TPA's Vision Zero Action Plan.
- Perform technical analysis of transportation and land use planning tasks to support TPA objectives and meet state and federal requirements.
- Create, maintain and analyze transportation data using the ESRI Suite and agency file structure.
- Create and design maps, data visualizations, graphics and documents using the ESRI Suite, Geographic Information Systems (GIS), Microsoft Office Suite, and/or Adobe Creative Suite.
- Prepare and occasionally present information to boards, committees, partner agencies, and the public.
- Collaborate with TPA staff, consultants, local governments, partner agencies, key stakeholders, and the public in transportation planning processes.
- Participate in partner agency committees.
- 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 position duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required, among educational, experience, and other qualifications. 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 is required.
- Master's degree in urban/regional planning or a related field is preferred.
- GIS experience analyzing transportation data and producing maps is preferred.
- Experience working with a Metropolitan Planning Organization (MPO) 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 Regulations and State Statutes regulations related to transportation planning and programming.
- 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**

- Prepare and deliver oral presentations with visual supports.
- Draft and edit documents.
- Speak and write English fluently.
- Be knowledgeable of computer systems including ArcGIS and other databases, transit demand modeling platforms, Remix, Adobe Creative Suite and Microsoft Office Suite.

### **Abilities**

- Communicate clearly both orally and in writing.
- Use computer applications including ArcGIS, transit demand modeling platforms, Remix, Microsoft Office and Adobe Creative software suites, and database management.
- Serve effectively in group activities such as teams, task forces, and committees.
- Understand complex issues and explain them in "plain speak."
- Work with moderate 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.*