

## TRANSPORTATION PLANNER I/II

STARTING AT \$61,297 ANNUALLY

<b>FLSA Classification</b>	EXEMPT
<b>Reports to</b>	Deputy Director of Programs
<b>Type</b>	Regular, Full-time
<b>Date Prepared</b>	July 8, 2025

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

The Transportation Planner supports the Palm Beach Metropolitan Planning Organization (MPO) d/b/a Palm Beach Transportation Planning Agency (TPA) in its mission to plan, prioritize, and fund a safe, efficient, and connected transportation system. Primary responsibilities include developing and maintaining Geographic Information Systems (GIS) datasets, maps, and graphics to support agency planning efforts. The position may also serve as the staff liaison or provide support to a TPA advisory committee, facilitating meeting coordination and communication. Additional duties include contributing to the development and implementation of the TPA's Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP). Work is performed with moderate independence under the direction of the Deputy Director of Programs.

### **Position duties include:**

- Assist with identifying transportation projects for implementation in the TPA's funding programs.
- Assist with maintaining the status of projects, historic funding, and other project details in a database.
- Assist with monitoring and updating TPA performance measures and transportation system performance.
- Collaborate with consultants, partner agencies, stakeholders, and the public in transportation planning.
- Create and maintain GIS datasets, maps, and graphics to support transportation-related analysis and web-based data presentations and to maintain federally required performance measure data.
- 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 post-process model outputs for publication to the TPA website.
- Evaluate transportation projects through Environmental Review Comment (ERC) and Multimodal Scoping Checklist (MMSC) Reviews.
- Maintain and analyze transportation data using the ESRI Suite.
- Participate in corridor, multimodal, and transportation/land use planning studies.
- Participate in partner agency committees.
- Participate in public outreach and educational activities to share information and gather public input.
- Prepare and occasionally present information at TPA meetings and to outside agencies and the public.
- Provide transportation planning technical assistance to local governments and partner agencies.
- Serve as the staff liaison or provide support to a TPA advisory committee, including administrative coordination and facilitation.
- Support the development and implementation of the TPA's LRTP and Regional Transportation Plan (RTP).
- Support the development and monitoring of the TPA's TIP, TIP amendments, and backup materials.
- Support the TPA's participation in the regional freight plan and local freight logistics planning efforts.
- Perform other transportation and land use planning tasks to support TPA objectives.
- 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, among educational, experience, and other qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and Experience:**

- The Planner I position requires a master's degree with no professional planning experience or a bachelor's degree and at least one year of professional planning experience. Degree must be in urban planning, architecture, public policy, or a related field of study.
- The Planner II position requires a master's degree with one year of professional planning experience or a bachelor's degree with three years of professional planning experience. Degree must be in urban planning, architecture, public policy, or a related field of study.
- GIS experience analyzing transportation data and producing maps is required.
- 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 and state planning regulations related to transportation planning and programming.
- US Census and other socioeconomic data for planning purposes.
- Local government comprehensive planning requirements relating to transportation.
- Florida Design standards for designing and implementing transportation projects.
- Florida's transportation planning process and programs.

**Skills**

- Preparing and giving oral presentations.
- Preparing and editing documents.
- Be skillful using computer systems for organizing and analyzing data as well as creating visual graphics, reports, and presentations using ESRI Suite and other databases, transit demand modeling platforms, Microsoft Office Suite, and/or Adobe Creative Suite.

**Abilities**

- Communicate clearly both orally and in writing.
- Use computer applications, including Microsoft Office, ESRI, and Adobe Creative software suites.
- Design transportation 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 to initiate projects and activities.
- 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 an excellent benefits 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 few 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 the 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.*