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## METROPOLITAN TRANSIT PLANNER

### NATURE OF WORK

The Metropolitan Transit Planner is a position within the Region 1 Planning Council (R1PC), which is comprised of the Rockford Metropolitan Agency for Planning and the Economic Development District of Northern Illinois.

This position works with the Metropolitan Planning Organization (RMAP/MPO) division of the R1PC and the Rockford Mass Transit District (RMTD) to administer the federally required transportation planning process and provide economic and transportation planning products to the MPO member organizations. Coordinates with Federal, State, local agencies and the public. This position also produces planning work tasks typical of a metropolitan planning organization and mass transit district.

### DISTINGUISHING FEATURES

The successful candidate will investigate, analyze, document and manage ongoing public transit and associated land use /economic development planning efforts. Work for this position will involve close coordination with the regional MPO transportation planning function of the R1PC as well as the operational elements of the local mass transit district. This position will be engaged in the long- range as well as short-range planning functions of the MPO and RMTD. The successful candidate must possess strong writing skills, prepare recommendations, perform research, planning and technical analysis for projects.

In addition, the successful candidate will:

- Communicate and coordinate with State, Federal, and local agencies in developing public transit plans and funding proposals.
- At a planning level analyze the linkages between land use, demographic, economic, and transportation initiatives.
- Utilize geographic information systems (GIS) to analyze, produce reports and visually display regional demographic, land use, employment, public transit and infrastructure data for the MPO and RMTD planning areas.
- Coordinate public meetings / workshops; facilitate as necessary.
- Research methodologies and implement strategies to increase public participation in the public transit planning process.
- Investigate potential project funding, planning funding and prepare fiscal reporting documents.
- Participate in cross-collaborative teams for public transportation studies.

### ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)*

This position requires a successful candidate to:

- Actively consult with the MPO transportation planning and economic development divisions of the RPC as well as grants and operations divisions of RMTD to coordinate planning processes.
- Functions as liaison between the R1PC and RMTD; Attends monthly RMTD board meetings and is primary staff support for the MPO Mobility Subcommittee.
- Prepares required MPO transit planning documents such as the Coordinated Human Services – Public Transportation Plan (HSTP / Coordinated Plan) and transit funding section of Transportation Improvement Program (TIP). Conducts necessary analyses as mandated by FTA circulars, Federal Register notices and current transportation law (FAST-Act).



- Prepares RMTD Title VI & Environmental Justice planning documents. Conducts necessary analyses mandated by FTA circulars, Federal Register notices and current transportation law (FAST-Act).
- Prepares annual documentation and conducts the planning process (in coordination with the MPO Mobility Subcommittee, IDOT, RMTD and local eligible entities) to program regionally allocated FTA 5310 funding.
- Evaluates or assists in the evaluation of current and proposed RMTD fixed transit routes; maintains understanding of local and regional developments/investments which may require public transit services.
- Prepares or assists in the preparation of RMTD Route and Schedule analyses and plans. Conducts field evaluations and assessments as required.
- Develops and maintains GIS data regarding the RMTD fixed route-system, bus shelters, transfer points, bus stop signage, transfer centers and other key elements of the regional public transit provider's system.
- Provide analysis of development trends, research balanced growth opportunities, recommend strategies to reduce urban sprawl and maximize use of existing public transit network; reviews existing regional and local plans for consistency and recommend changes where appropriate.
- Analyze socioeconomic data, census data and other planning centric data; support and provide guidance to the comprehensive and public transit planning tasks of the local agencies. Particular emphasis on the correlation between demographic, economic, mobility and public transit variables.
- Coordinate with RIPC economic development staff, as well as with regional economic development and workforce development partners, to ensure alignment of transit planning activities with those subject areas.
- Establish and maintain professional planning relationships with local member organizations.
- Meet with Federal, State and local resource agencies to coordinate public transit planning and recommend strategies to increase ridership; research, analyze and recommend initiatives.
- Provide guidance and oversight to ensure the public participation and engagement in the public transit planning process; research and implement new ways of involving the public in transportation planning.
- Attend and participate in meetings with intergovernmental committees; prepare agendas and information packets in advance of meetings; and prepare meeting minutes and resolutions.
- Assist in developing solicitation documents for professional planning services (SOQs and RFPs), participate in evaluation and consultant selection, prepare scope of work and recommend contract requirements.



- Maintain and prepare records and documentation necessary for certifying the planning process for conformance with applicable State, Federal and local guidelines and regulations for the MPO and RMTD.
- Prepare progress reports and other related status information.
- Other duties as assigned by the R1PC or RMTD

In addition, the successful candidate must possess the ability to use many of the following software and analytical techniques:

- ArcGIS
- Microsoft Office, including Word, Excel, Outlook, Access, PowerPoint
- Transportation and Economic modeling Research and analyze data utilizing Internet resources such as the U.S. Census Bureau, Bureau of Labor Statistics (BLS) and Bureau of Economic Analysis (BEA)
- Adobe software products (Acrobat, Illustrator, InDesign, Photoshop)

#### **SUPERVISION RECEIVED**

Work is performed under the general supervision of the RPC Executive Director. Specific tasks and work direction for planning documents and projects will be assigned through the MPO Director of Planning and RMTD management staff with considerable latitude and independence for carrying out tasks and assignments to completion. Additional guidance is provided through established regulations, codes and ordinances, policies and procedures. Work is reviewed through reports and meetings for timely accomplishment of tasks and annually for overall results achieved. Special projects or situations may be reviewed in progress and at conclusion.

#### **SUPERVISION EXERCISED**

Supervision is not a responsibility, but employees in this class may provide guidance or assistance to consultants or less experienced employees.

#### **WORKING CONDITIONS & PHYSICAL DEMANDS**

Work is performed primarily in an office setting, although work activities require attending meetings or field inspections that involve travel throughout the area. Occasional field inventory and data collection work is required.

#### **SUCCESS FACTORS (KSAs)**

Considerable knowledge of Federal, State and local transportation and land use regulations / guidelines for a metropolitan planning organization, as required by the position.

Knowledge of Arc GIS programs and the ability to analyze socio-economic, land use, public transit and infrastructure data.

Knowledge of the principles of public transit planning and corridor planning.

Considerable knowledge of modern developments, current literature, and sources of information in the field of land use, economic and transportation planning.

Knowledge of Federal Transit Administration funding sources (i.e. FTA 5307, FTA 5310, FTA 5339, etc.) and the planning processes and documentation required to utilize these funding sources.



Knowledge of the Microsoft Office suite of software products or other word processing, spreadsheet and database software standards.

Ability to communicate effectively, both orally and in writing, established public transportation goals and objectives to other agencies, boards, commissions, and the general public.

Ability to use modern office methods, techniques and equipment.

Ability to establish and maintain effective working relationships as required by the work of the position.

Skill in oral presentations and written communications.

Skill in the use and care of a personal computer.

Skill in preparing office documents and forms for budget purposes.

#### **EDUCATION, TRAINING & EXPERIENCE**

Graduation from an accredited four-year college or university with a Bachelor's degree in urban planning, transportation planning, economics or a related field. Master's degree desirable but not required. Five years or more of experience with public transit and corridor planning is preferred.

#### **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid Illinois driver's license.