

Transportation Planner

RESEARCH ANALYST I (RA I)

JOB RECRUITMENT #18-10

SALARY RANGE

High \$40,000s (position level and salary commensurate with education and experience)

LOCATION

Transportation Programs: Offices of Transportation Operations Management & Capital Programs

CLOSING DATE

When position is filled

AREAS OF CONSIDERATIONS

All sources

The Delaware Valley Regional Planning Commission (DVRPC) is the Philadelphia region's Metropolitan Planning Organization. We believe DVRPC is a place to work, learn, and create a career in a professional and stimulating environment that values diversity, innovation, and bringing your best self to work. If your background and experience match the following vacancy, we would like to hear from you. This is a professional transportation planning position responsible for performing support activities for two high-profile offices within the Transportation Programs division. The Office of Transportation Operations Management (TOM) focuses on Transportation Systems and Management and Operations (TSMO) planning efforts that improve the operational efficiency of the region's transportation system frequently advocating lower cost operational and multimodal approaches that are coordinated between technologies and agencies to make better use of existing transportation facilities. The Office of Capital Programs is responsible for project development activities as well as development and maintenance of the regional Transportation Improvement Program (TIP) which represents the priority transportation infrastructure investments for the region.

In addition to working as part of staff teams, the position requires working with member and local governments, operating agencies, state and federal agencies, and emergency responders. The employee will help to identify and advance priority transportation plans and projects, and to improve the efficiency of the region's transportation system. The employee will be responsible for assisting in the overhaul of the Interactive Detour Route Mapping (IDRuM) program; advancing incident management, emergency management, and traffic operations programs; and participating in plans for the deployment of Intelligent Transportation Systems (ITS). The employee will also be responsible for assisting in the development and maintenance of the region's Transportation Improvement Program (TIP) for PA and NJ by helping to coordinate communication and feedback about transportation projects among DVRPC staff and member governments by entering and managing project information, and posting summaries to the DVRPC website. Work is performed in accordance with well-defined objectives and professional standards and is subject to close administrative and technical review by senior professionals.

Responsibilities

- Assist in updating a new version of the Interactive Detour Route Mapping (IDRuM) program, including using GIS to make necessary updates to the detours to reflect changes to any routes or construction activity.
- Assist in the coordination of traffic incident management task forces and programs.
- Assist in the coordination of TSM&O initiatives through ITS, traffic incident management, traffic management, transit management, goods movement, safety, and congestion management activities.
- Assist in development and maintenance of the PA and NJ TIPs. Tasks will include helping to maintain the TIP databases by updating current database records, and preparing reports for posting information to the website. Other tasks may include seeking input from state, county and transit operator representatives, as well as other DVRPC staff, using established criteria to evaluate new candidate projects, preparing various project listings and financial summaries, research on project details and funding eligibility, and assisting in preparing public documents.
- Provide staff support for project evaluation, selection, and development. To help vet transportation project proposals, MPO activities for PennDOT Connects and the NJDOT Capital Program Committee requires communication and coordination to solicit, consolidate, and track feedback from internal DVRPC staff "Subject Matter Experts" and outside partners on transportation projects and proposals. Tasks may also include preparing application and guidance materials, preparing spreadsheets of financial information, reviewing applications, and preparing meeting notes.
- Perform related work as required.

Qualifications

- Knowledge of the principles, practices, and objectives of transportation planning
- Superior time management and organizational skills, and personal initiative with the ability to proactively learn about new concepts and techniques, and work both independently and in a team environment.
- High proficiency with ArcGIS, spreadsheet software (MS Excel), relational database software (MS Access), and the ability to produce reports using such data management tools.
- Solid experience with GSuite, word processing and document layout in MS Word and MS PowerPoint, Adobe Illustrator and InDesign.
- Ability to present information effectively in oral, written, and graphic form.
- Strict attention to detail and ability to proofread text, data, and financial information.
- Ability to adhere to rigid, frequent deadlines.
- Ability to establish and maintain effective working relationships with associates, planning partners, and the general public, and facilitate dialogue among a diverse group of stakeholders.

EXPERIENCE AND TRAINING

To classify as a level RA I, a minimum of one year of professional experience in transportation planning, or in social science research work is required. Such experience may have been gained from a combination of experience and training. Training may have been gained through graduation from an accredited four-year college or university, with major coursework in Urban Planning. A Master's degree or a full year of intern or co-operative education experience can be substituted for one year of experience.

To learn more about our work culture and benefits, visit our website: www.dvrpc.org/HumanResources/. DVRPC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. FULL CONSIDERATION WILL BE GIVEN TO ALL ELIGIBLE, QUALIFIED APPLICANTS WITHOUT REGARD TO AGE, ANCESTRY, COLOR, DISABILITY, DOMESTIC OR SEXUAL VIOLENCE VICTIM STATUS, ETHNICITY, FAMILIAL STATUS, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION (INCLUDING PREGNANCY), NATIONAL ORIGIN, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION. MINORITY, DISABLED, AND VETERANS CANDIDATES ARE ENCOURAGED TO APPLY. NOTE: MUST HAVE PERMANENT RESIDENCY STATUS AND WORKING PAPERS.

TO APPLY, SEND RESUME / CV WITH COVER LETTER TO HUMAN RESOURCES VIA:

EMAIL: RESUMES@DVRPC.ORG OR

FAX: 215-592-9125; OR MAIL: 190 N. INDEPENDENCE MALL WEST / 8TH FLOOR / PHILADELPHIA, PA 19106-1520