 **Cape Fear Public Transportation Authority**

**Transit Planner**

**JOB DESCRIPTION**

**POSITION TITLE:** Transit Planner

**JOB SUMMARY:** This role performs professional planning duties. It manages studies and projects by employing a variety of operations and functions including strategic planning, comprehensive planning, land use, and operational planning. Candidate must have a strong interest in public transportation, have strong data analysis and management skills, and be comfortable working in a highly dynamic and collaborative environment.

**WORK SCHEDULE:**

* Forty (40) hour work week, typically 8:00 am until 5:00 pm Monday through Friday including one (1) hour lunch period.
* Must be available during disaster and emergency events.

**REPORTS TO:** Deputy Director

**DESCRIPTION OF DUTIES/RESPONSIBILITIES:**

* Assist with activities related to transit service planning and scheduling for urban fixed-route and microtransit services, in accordance with guidelines and adopted plans.
* Develop routes and scheduling of fixed-route system, including building timetables and route maps, in coordination with operations.
* Develop, conduct, and analyze passenger and community surveys to recommend service improvement ideas.
* Prepare maps, diagrams, graphs, and other material related to transit plans, grant applications and outreach activities.
* Responds to inquiries from the public and stakeholders.
* Coordinate with other departments on transit service-related issues.
* Works with staff to review statistical information regarding ridership, traffic congestion, and other available data used in the formation of productivity measurements of bus routes.
* Manage program areas such as system performance measurement, route evaluation, and bus stop inventory database.
* Manage and implement fare structure policy and processes by conducting fare evaluations of transit ridership, pricing and fares and identify major effects of a service or fare change.
* Develops Key Performance Indicators (KPIs), scorecards, dashboards, and/or other analysis tools that will assist the Executive Team in the goals of measuring productivity and efficiencies.
* Prepares written reports and presentations for staff and the Board of Directors; represents the Authority at various meetings; and communicates with government officials and personnel from other transit agencies.
* Supports electronic service data activities including implementation of technology-based initiatives, including CAD/AVL software, APC reporting systems, trip planning applications, and real-time transit improvement signage.
* Serve as authority representative to the community providing outreach and education of public transportation.
* Responsible for scheduling any mandated outreach programs associated with grants, and route planning including, but not limited to, Title VI analysis and major services changes requiring a public hearing.
* Develops private-public partnerships, including transit-oriented development.
* Oversees Short-Range Transit Plan development and implementation.
* Coordinates with the MPO on transportation plans and other long range or regional transportation planning documents.
* Work with other departments in compiling required documents for the Federal Transit Administration's (FTA) Triennial Review; ensure compliance with FTA's regulations.
* Performs other duties as assigned.

**QUALIFICATIONS:**

* Bachelor's Degree in Urban Planning, Transportation Planning/Engineering, or related field, Master’s preferred.
* Two (2) years professional experience in transportation planning, urban planning, or transportation engineering experience, preferably in public transit.
* Familiarity with transit or transportation system activities and functions is highly desirable. Experience in a public organization preferred.
* Must possess valid North Carolina Driver License.
* Pre-employment background check and drug screen required.

**SKILLS REQUIRED:**

* Communicate clearly and effectively, both orally and in writing; persuade, justify, and project consequences of decisions and/or recommendations.
* Take initiative, reason logically, and be creative in developing and introducing innovative ideas.
* Build effective working relationships with staff, peers, Board, community partners, and public.
* Make sound decisions consistent with the Authority’s goals and strategic business plan.
* Promote and implement the vision, mission, and core values of the Authority.
* Work in an environment requiring strong discipline and mindfulness.
* Develop policies and procedures to improve the operations and functions of the Authority.
* Communicate and work effectively with and provide support to staff, managers, elected and appointed government officials, business and community organizations, and various interest groups in the pursuit of the Authority’s goals and mission.
* Effectively represent the Authority before the Board of Directors, City & County Councils and Committees, and other Federal, State, local, and regional agencies, Boards and Commissions, and in public meetings and hearings.
* Prioritize well, respond to opportunities, and meets deadlines.

**PHYSICAL REQUIREMENTS:**

* Requires speaking, hearing, visual acuity, keyboarding, sitting, and standing/walking.
* Sedentary to light work: Exerting up to 10-20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.

**SPECIAL REQUIREMENTS:**

* May be required to assist in performing other administrative duties and/or operational tasks. May be subject to overnight travel.

**STATUS:** FSLA Exempt

**SALARY RANGE:** $55,000 - 67,000 annually

**HIRING RANGE:** $55,000 - 62,000 annually

**REVISION DATE:** 07/06/2022