



## TRANSPORTATION/SENIOR TRANSPORTATION PLANNER

The Lehigh Valley Planning Commission (LVPC) is looking for a Transportation/Senior Transportation Planner to provide regional transportation planning services for the Lehigh Valley community. The successful candidate will assist with comprehensive and subarea planning projects addressing complex issues. The LVPC Transportation Planning Section is responsible for *MoveLV: Long-Range Transportation Plan*, *Transportation Improvement Program*, *MoveLV: Lehigh Valley Freight Plan*, *WalkLV: Regional Sidewalk Inventory* and the mobility sections of the *Regional Comprehensive Plan*, specific community plans and special planning projects. The Transportation Planning section also, performs transportation impact analyses, reviews proposed developments, community ordinances and plans and supports the Planning Commission. As the LVPC is the federally-designated metropolitan planning organization the Transportation Team supports and manages the Lehigh Valley Transportation Study committees and actively participates in associated efforts, including: trail, transit, bicycle, pedestrian, traffic, and freight groups in the region.

Team members act as community consultants and work collaboratively with the Pennsylvania Department of Transportation, US Department of Transportation and a variety of community groups and the public to plan for and manage the region's infrastructure network. The Transportation Planner will have a high degree of independence and provide direct guidance to the LVPC leadership, other LVPC sections, boards and commissions, and the public. Team members are expected to be highly capable communicators and collaborators that work well with complex, multifaceted problems that require innovative solutions. The LVPC Team is entrepreneurial, innovative, highly motivated, cross-disciplinary and committed to effectively planning for and responding to 21<sup>st</sup> century needs.

## ABOUT THE LEHIGH VALLEY PLANNING COMMISSION + REGION

The Lehigh Valley Planning Commission is the official planning commission for Pennsylvania's Lehigh and Northampton Counties. The LVPC also serves as the federally designated Metropolitan Planning Agency, or transportation and infrastructure planning agency for the same area. The Lehigh Valley is strategically located on the eastern border of Pennsylvania, north of the Philadelphia region and west of the New York-New Jersey metropolitan statistical area. The fastest growing region in the Commonwealth, the Lehigh Valley is known for a high quality of life, recreational and cultural amenities, as well as its variety of housing and communities from rural to urban. The region is unique, in that it is home to three cities and 59 other communities, including dense urbanized boroughs, old and new suburbs, cross-roads villages and rural landscapes.

## CURRENT LVPC PROJECTS

The LVPC 2017 work program includes the update of the *Lehigh Valley Comprehensive Plan*, initiation of two to three multi-municipal planning efforts, support of several local municipal ordinance and planning

**Lehigh Valley Planning Commission  
Transportation Planner Job Description**

efforts, development of regional alternative growth scenarios, implementation of a community economic modeling system, initiation of a regional bicycle and pedestrian masterplan, development of a transit services analysis, update of the *Lehigh Valley Hazard Mitigation and Resiliency Plan*, new green infrastructure guidelines, among other exciting plans and projects. Up to the moment updates on plans, projects, activities and events are available at [www.lvpc.org](http://www.lvpc.org).

## ESSENTIAL DUTIES + RESPONSIBILITIES

Working under the general direction of the Director of Transportation Planning, the Transportation Planner:

- Carries out planning projects involving complex technical analysis and policy development for a broad spectrum of interested parties.
- Executes work programs for projects that have a high level of impact on the organization and the region as a whole.
- Works constructively in teams that span multiple LVPC sections and with outside agencies and project committees using communication and personal initiative to successfully collaborate and achieve multiple objectives.
- Coordinates the development of the Transportation Improvement Program (TIP) with representatives of transportation agencies, local stakeholders, and federal and state officials. Coordinates with PENNDOT staff on preparation of the Statewide Transportation Improvement Program (STIP).
- Maintains up-to-date records and provides updates on the status of TIP projects. Identifies problems associated with projects, especially those that cause schedule delays or cost overruns.
- Monitors the expenditure of federal transportation funds in the Metropolitan Planning Organization area and manages procedures for expenditure of federal funds in the region.
- Analyzes short-range transportation data and coordinates the development of regional performance measures and targets.
- Engages and coordinates with local, state and federal entities, as well as other stakeholders concerning air quality, congestion management, Intelligent Transportation Systems, traffic incident management, transit system development.
- Reviews subdivision and land development plans, transportation impact analyses, zoning ordinances, subdivision and land development ordinances, street vacation requests, local comprehensive plans and associated planning and engineering documents for the broader implications as they pertain to the transportation impacts on land use.
- Conducts research, prepares and presents reports that clearly communicate technical analyses and make the case for policy and other recommendations, as appropriate.
- Supports the Highway Performance Monitoring System program by assisting with traffic, bicycle and pedestrian counts, roadway segment inventories, and associated reporting.
- Performs field work related to all aspects of transportation planning including photo inventories, grant assessments, data gathering, site assessments, and after action reviews.
- Utilizes geographic information systems (GIS), computer modeling and other technical tools, as necessary. Collaborates with the GIS team.
- Represents the LVPC and communicates effectively with peers, Planning Commission, Lehigh Valley Transportation Study, Freight Advisory Committee, multi-modal working groups, local governments and other stakeholders on planning issues in a manner that develops and maintains positive relationships and advances the understanding of the issues at hand. Assist in coordination of meetings, agendas, presentations and related items.
- Coordinates and administers activities related to transportation grant programs including project analysis and the development of support letters where appropriate.
- Provides input into and contributes to all relevant transportation planning documents.
- Develops educational materials that serve to educate the public including newsletters, articles, pamphlets and other related materials.

- Prepares and implements community engagement strategies, including development of innovative collaborative methods for the greatest collective community impact.
- Constructively reviews planning studies, reports, presentations and other products completed by consultants, communities and other staff members.
- Elevates the standard of LVPC communication by researching best practices in planning and by providing orderly, routine and progressive records of review letters written and meetings attended.

The candidate will be responsible for project outcomes, attending meetings and is expected to work independently when executing project plans, while receiving overall guidance from the Director of Transportation Planning.

## KNOWLEDGE, SKILLS + ABILITIES

**General Knowledge of:** Principles of land use and long-range planning; regional transportation planning; transportation innovations and trends; fiscal and financial budgeting; nomenclature, symbols, methods, practices, techniques, and computer software used in planning, drafting, mapping, and statistical analysis as applied to land use; principles of record keeping and records management.

**Skills in:** Researching and analyzing the factors affecting transportation; organizing, evaluating, analyzing and presenting data and information; preparing reports and checking designs, details, estimates, plans, and specifications of planning projects; use and interpretation of a variety of data sets for supplementing existing research; analyzing planning issues, evaluating alternatives, and making logical recommendations based on findings; maintaining accurate and interrelated technical records; project management.

**Ability to:** Assess and prioritize multiple tasks, projects and demands; communicate effectively in verbal written, and graphic forms; establish and maintain effective working relations with co-workers, elected and appointed officials, community groups and the public; develop an understanding of transportation and land use regulations, transportation planning processes, community engagement, city, county state and Federal laws codes and regulations pertaining to transportation planning; cultivate knowledge in research techniques for land use trends and regulations. Perform other duties as assigned.

## QUALIFICATIONS + MINIMUM REQUIREMENTS

- Degree from an accredited four-year college or university in urban planning, architecture, environmental studies or closely related field. A master's degree is preferred.
- Desire to work towards American Institute of Certified Planners certification.
- Ability to utilize Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook) and various social media platforms (Facebook, Twitter, Instagram, LinkedIn). Those with GIS, REMI, Sketch-Up, Adobe Creative Suite and other specialty skills are encouraged to apply, though these skills are not required.
- Excellent verbal and written communication skills. Refined organizational skills, including time-management abilities.
- Demonstrated ability to work within and contribute to a team structure. Demonstrated ability to work with diverse groups of people and in diverse environments.
- Participation in early morning, evening and weekend meetings and projects.
- Ability to install and maintain various data collection equipment using various hand and power tools.
- Perform bending, sorting, kneeling, standing for long periods of time, and reaching to both ground level and overhead.

- Lift and carry medium weight objects of 50-75 pounds such as traffic counters and other related equipment. Push and pull up to 20 pounds and to hold, grip, and raise objects.
- Survey and collect data in a variety of weather and community conditions.
- Ability to operate a vehicle in a responsible and safe manner. Possess or immediately obtain a Pennsylvania driver's license.
- Ability to perform the essential functions of the job without posing a direct threat to the health and safety of others.

## **WORKING ENVIRONMENT**

The Transportation Planner generally works three-quarters of hers/his time indoor and one-quarter outdoors.

## **SALARY**

\$42,000 - 73,500 per annum; excellent benefits.

## **APPLY**

Only e-mail submissions to [ewillis@lvpc.org](mailto:ewillis@lvpc.org) will be accepted and must include:

- a. Current resume detailing your education and experience.
- b. Letter of interest describing how you meet the qualifications for this position and why you would like to be considered.
- c. Minimum of three (3) references with names, address, telephone number, e-mail and relationship information for each person.

Application materials must be received by 5:00 PM Eastern Standard Time on April 14, 2017.

Lehigh Valley Planning Commission/Lehigh Valley Transportation Study is an equal opportunity employer. Persons with a disability who need assistance with their application or that need this announcement in an alternative format, may call (610) 264-4544.