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## SENIOR TRANSPORTATION PLANNER

The Lehigh Valley Planning Commission (LVPC)/Lehigh Valley Transportation Study (LVTS) is looking for a Senior Transportation Planner to support metropolitan planning for the regional transportation system. The successful candidate will assist with transportation, comprehensive and subarea planning projects addressing complex transportation, land use, geospatial, economic, environmental and land use issues. The Transportation Planning and Data Section is responsible for the long-range transportation plan, transportation improvement program, freight plan, active transportation, congestion management, transportation safety, transportation equity and transportation-land use planning, data initiatives and management, specific community plans and special planning projects. The Transportation Planning and Data section also performs transportation, geospatial, land use and economic impact analyses, reviews proposed developments, community ordinances and plans for transportation impacts and supports the Planning Commission and Transportation Study boards. As the LVPC/LVTS is the federally designated metropolitan planning organization, the Transportation and Data Team supports and manages the Lehigh Valley Transportation Study committees and actively participates in associated efforts, including trail, transit, bicycle, pedestrian, traffic, environmental, equity and freight groups in the region, statewide and nationally.

Team members act as community consultants and work collaboratively with the Pennsylvania Department of Transportation, US Department of Transportation, municipal governments and a variety of community groups, private sector companies and the public to plan for and manage the region's infrastructure network. The Senior 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. The Senior Transportation Planner will be responsible for project outcomes, representing the LVPC in meetings and is expected to work independently when executing project plans, while receiving overall guidance from the Director of Transportation Planning and Data.

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.

## ESSENTIAL DUTIES + RESPONSIBILITIES

Working under the general direction of the Director of Transportation Planning and Data, the Senior 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.
- 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.
- Assists the development of the Transportation Improvement Program with representatives of transportation agencies, local stakeholders, and federal and state officials. Coordinates with state partners on preparation of the Statewide Transportation Improvement Program.
- Maintains up-to-date records and provides updates on the status of projects. Identifies problems associated with projects, especially those that cause schedule delays or cost overruns.
- Monitors and reports on the expenditure of federal transportation funds in the Metropolitan Planning Organization area and manages procedures for expenditure of federal funds in the region.

## Senior Transportation Planner Job Description

- 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.
- Performs field work related to transportation planning including photo inventories, grant assessments, data gathering, site assessments, and after-action reviews.
- Utilizes a variety of geospatial and modeling tools, as necessary. This may include, Geographic Information Systems (GIS), Regional Economic Modeling Inc (REMI), computer modeling and other technical tools.
- Collaborates with the Transportation and Data, Community Planning, Environmental Planning and Administrative Teams to ensure that bi-county planning and metropolitan planning needs are met on behalf of the region.
- Represents the LVPC/LVTS and communicates effectively with peers, Planning Commission, Lehigh Valley Transportation Study, Freight Advisory Committee, Multi-Modal Working Group, 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.
- Assists 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.
- Provides input into and contributes to all relevant transportation planning documents.
- Develops educational materials that serve to educate the public including blogs, newsletters, articles, social media, radio, television, pamphlets and other related materials and communications.
- 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 by researching best practices in planning.
- Other duties as assigned.

## 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, 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 and the economy; 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

## Senior Transportation Planner Job Description

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; install and maintain various data collection equipment using various hand and power tools. Perform other duties as assigned.

## QUALIFICATIONS

- Degree from an accredited four-year college or university in urban and/or regional, transportation planning or closely related field. A Master's degree or equivalent experience is preferred but not required. Five or more years of experience. Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Desire to work towards American Institute of Certified Planners certification if not already obtained.
- Ability to utilize Microsoft Teams, Office Suite and various social media platforms (Facebook, Twitter, Instagram, LinkedIn).
- Experience with GIS preferred.
- Experience with REMI or other economic analysis software systems or desire to learn.
- Experience with Sketch-Up, Adobe Creative Suite and other specialty programs is considered a plus.
- Ability to use computers, tablets, smart phones, plotters, scanners, printers, and copiers.
- Knowledge of fundamental planning issues and concepts, including basic planning and/or economic theory, urban design, subdivision, environmental issues, growth management, economic development, housing, and transportation.
- Excellent verbal, written communication and analytical 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.
- Possess or immediately obtain a driver's license.

## SALARY + BENEFITS

- Grade 10 - \$66,918– \$100,377 per annum; excellent benefits.
- The Lehigh Valley Planning Commission also, budgets for training and professional membership(s). The LVPC is active in the American Planning Association (national, state and regional,) National Association of Regional Councils, Urban Land Institute, Green Building United/US Green Building Council, Lincoln Institute of Land Policy, ESRI, REMI, Greater Lehigh Valley Chamber of Commerce, among other local, regional, state and national allied organizations and initiatives. Team members are encouraged to participate with partner entities.

## APPLY

Only e-mail submissions to [jobs@lvpc.org](mailto:jobs@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. Please address this letter to, Becky Bradley, AICP, Executive Director, Lehigh Valley Planning Commission, 961 Marcon Blvd, Suite 310, Allentown, PA 18109.
- c. Minimum of three (3) references with names, address, telephone number, e-mail and relationship information for each person.

**Position open until filled.** Review of applications and interviews will begin immediately.

## TEAM COMMITMENT

The Lehigh Valley Planning Commission is committed to creating a diverse environment and is proud to be an equal opportunity employer. The LVPC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation or identity, national origin, age, disability, or genetics. In addition to federal law requirements, the Lehigh Valley Planning Commission complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment.

Persons with a disability who need assistance with their application or that need this announcement in an alternative format may call (610) 264-4544.

## FURTHER INFORMATION

In Compliance with the Immigration Reform and Control Act of 1986, applicants hired by LVPC must show acceptable proof of identity and evidence of authorization to work in the United States.

Visit [www.lvpc.org](http://www.lvpc.org) for more information on the Lehigh Valley Planning Commission, our work program, products and services.