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TRANSPORTATION PLANNER

The Lehigh Valley Planning Commission (LVPC) is looking for a 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 transportation and land use issues. The LVPC Transportation Planning and Data Section is responsible for the Long-Range Transportation Plan *components of FutureLV: The Regional Plan*, Transportation Improvement Program, Freight Plan, *Walk/RollLV: Active Transportation Plan*, among other specific plans and projects. The Transportation Planning and Data Section also, performs transportation impact analyses, reviews proposed developments, community ordinances and plans and supports the Lehigh Valley Planning Commission. The Transportation Planner also support the federally designated Lehigh Valley Transportation Study committees and actively participates in associated efforts, including: trail, transit, bicycle, pedestrian, traffic, and freight groups.

Transportation Planning and Data Team Members act as community consultants and work collaboratively with the Pennsylvania Department of Transportation, US Department of Transportation, neighboring regions and the State of New Jersey, Lehigh Valley municipal and county governments and a variety of community groups, private sector companies 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. The 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 21st century needs.

ESSENTIAL DUTIES + RESPONSIBILITIES

Working under the general direction of the Director of Transportation Planning and Data, 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, and regional implementation of federal transportation planning.
- 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), online data tools and 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.
- Other duties as assigned.

KNOWLEDGE, SKILLS + ABILITIES

General Knowledge of: Principles of transportation, 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 and/or regional planning, architecture, environmental studies or closely related field. 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, 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.
- Survey and collect data.
- Ability to perform the essential functions of the job without posing a direct threat to the health and safety of others.

Other Requirements

This position is an in-office role requiring significant collaboration with colleagues and stakeholders. This position requires participation at some early morning, evening and weekend meetings and events. Valid driver's license is also, required within six months of employment.

SALARY + BENEFITS

Grade 9 - \$68,894– \$99,896 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,) American Association of Metropolitan Planning Organizations, 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 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 for more information on the Lehigh Valley Planning Commission, our work program, products and services.