

Senior Transit Planner

Job Description Summary:

The Senior Transit Planner plans, performs, leads, and directs transit planning duties in the overall development and implementation of the region's Connect Northwest Arkansas 10-year Transit Development Plan along with overseeing specific transit plans, studies, and programs.

This work includes management of technical and non-technical projects in support of public transit policy and transit plan development, coordination and implementation with transit providers and public transit stakeholders, and facilitation of public participation activities to engage and involve the broader community.

The Northwest Arkansas Regional Planning Commission (NWARPC) is the designated recipient for FTA grant funding for the Fayetteville-Springdale-Rogers, AR-MO Urbanized Area. NWARPC is also the designated Metropolitan Planning Organization for the region. This work includes the annual FTA Program of Projects, MPO sponsored Transit Asset Management (TAM) Plan, FTA Triennial Review, FTA 5310 project selection, FTA grant compliance and procurement, and coordinating FTA transit performance targets. Job duties include:

- Works closely with Ozark Regional Transit, Razorback Transit, as well as the region's 5310 providers, on improving public transit connections and coordination of services.
- Serves as transit liaison to a wide variety of community and transit planning and implementation projects. Represents transit interests in these processes and identifies opportunities to implement recommendations of Connect Northwest Arkansas at the local and regional level.
- Develops an understanding of transit operations and serves as an advisory role to transit providers, including participation in performance measurement, analysis, and reporting.
- In coordination with transit providers, facilitates connections and builds relationships with key community institutions, such as universities, hospitals, large employers, social service providers, and other stakeholders with significant transit access needs and potential.
- In close collaboration with local jurisdictions, advocates for consideration of transit needs and vision on development projects, street construction and streetscape projects, and active transportation projects. Assists with planning and design of improvements to maximize transit access and efficiency.
- Coordinates the region's process for the allocation of FTA grant funding.
- Participates in NWARPC's process for the allocation of federal funds. Evaluates transit projects and the transit impact of other submitted projects.
- Leads regional public engagement efforts on transit-related projects, ensuring inclusive, effective, and equitable public outreach and participation in project formulation and decision-making.
- Assists NWARPC, transit providers, and local jurisdictions with Federal Transit Administration processes, such as Title VI, Environmental Justice, Program of Projects, and performance targets and reporting as required by certain grant programs regulations.
- Builds knowledge of federal grant programs and assists NWARPC, transit providers, and local jurisdictions with applying for federal grants to obtain funding for planning, capital, or operations.

- Attends conferences and builds relationships within the industry. Organizes and leads study tours of surrounding metropolitan areas.
- Uses professional knowledge and skills in supporting, assisting, and leading the development and implementation of transit plans, programs and projects.
- Directs the development and implementation of public information programs designed to communicate transit development plans, services, expand ridership, and create and maintain an understanding of public transit, and community-wide awareness of public transit issues.
- Develops and/or oversees the development of complex written reports, printed materials, and multi-media presentations, in multiple languages, intended to educate the public and stakeholders regarding public transit.
- Conducts research and policy analysis using multiple methods of inquiry and research techniques. Monitors, collects, enters, prepares, compiles, analyzes and presents data on various aspects of community, regional, and transit planning using a variety of computer software including databases, spreadsheets, geographic information systems, graphics and statistical software.
- Actively represents NWARPC transit plans, policies, and positions on internal and external committees; initiates contact with project/program stakeholders and committee members to prompt or advance projects and programs; may serve as media contact.
- Works with external stakeholders to identify transit program or policy opportunities, facilitate discussions, and support work to design programs or policies that respond to community interest.
- Staffs, leads, and directs agency and community committees, boards, and groups as assigned. Oversees committee activities, work programs, and schedules; sets agendas; provides logistical support; and presents content. Attends, participates in and organizes meetings during office hours, evenings and weekends as needed.
- Communicates in a professional manner with internal staff, the general public, government employees, elected officials, committee and board members, and others. Writes technical and policy reports and grants as required.
- Maintains and upgrades professional knowledge, skills, and abilities by attending seminars and training programs and reading trade and professional journals and publications.
- Performs other duties as assigned.

Education and Experience:

Requires a bachelor's degree in planning, geography, public administration or closely related field and five years of related transit planning work experience with three years of project management experience.

Licenses and Certification:

Preferred - Certification from American Institute of Certified Planners (AICP).

Valid driver's license.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of urban and regional planning, transportation/transit planning, FHWA and FTA grant programs, environmental planning, and community planning and/or other related disciplines.

- Demonstrated experience using data and data tools to drive decisions in innovative directions.
- Thorough knowledge of the principles of research, standard statistical procedures, sources of planning information, and techniques used in the preparation of materials for presentation.
- Analytical abilities required to collect, integrate and interpret data from various sources, to produce information and reports, and to develop, evaluate, and present planning information and analysis.
- Skill in managing projects, staff assigned to specific projects, and the corresponding budgets, schedules, and general communications.
- Interpersonal skills necessary to effectively interact with and manage internal staff.
- Interpersonal skills necessary to effectively communicate with the general public, media, and outside organizations to successfully present information, respond to questions and consult with others.
- Public speaking skills necessary to effectively interact with committees, governmental bodies, the general public, and outside organizations to successfully and accurately present information.
- Effective writing skills to accurately and succinctly summarize highly technical data into an organized and easy-to-read format.
- Skill in operating computer programs and applications using spreadsheet, database, word processing, presentation, geographic information systems, project management and other relevant programs.
- Skill in interpreting complex graphic and/or computer data related to transit planning.
- Skill in identifying and developing grant opportunities and submitting grant proposals.
- Must be able to effectively operate standard office equipment such as computers, printers, phones, and copiers.
- While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities are required by this job to accomplish computer and office work. The employee frequently is required to move from location to location; stoop, kneel, or crouch; use hands to finger, handle or feel; and reach with hands and arms.
- Frequent regional travel by car in the Northwest Arkansas area and outside of the region to state DOT offices in Little Rock-AR, Jefferson City-MO, and Springfield-MO is expected for this position.

Equal Opportunity Employer:

NWARPC is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in NWARPC's programs and activities, as well as the NWARPC's hiring or employment practices.

To apply: Please email your resume to Tim Conklin at tconklin@nwarpc.org