

Active Transportation Planner

The Alamo Area Metropolitan Planning Organization (AAMPO) is seeking an Active Transportation Planner for its team. The ideal candidate has experience in providing leadership in addressing policies, systems, strategies, and projects that improve and expand opportunities for safe bicycling and walking.

We offer a comprehensive benefits package including medical benefits, retirement, and tuition reimbursement. Position is federally funded through the U.S. and Texas Departments of Transportation.

To apply, please send cover letter and resume of previous experience to:

Alamo Area Metropolitan Planning Organization
Office Manager/HR Generalist
825 South Saint Mary's Street
San Antonio, TX 78205

Alternatively, information may be emailed to aampo@alamoareampo.org.

Resumes will be accepted until position is filled. This position is not covered under Civil Service. The AAMPO is an Equal Opportunity Employer.

Note that only applicant information submitted by the deadline(s) below will be screened for a possible interview. Applicant information will be reviewed according to the following schedule:

1st Round – November 9, 2018

If no candidate from the 1st Round is selected then any applicant information submitted between November 10 and November 30 will be screened for a possible interview.

2nd Round – November 30

Additional rounds to be announced, if necessary.

See next page for a detailed job description.

JOB DESCRIPTION

Job Title: Active Transportation Planner
EEOC Category: Professionals
FLSA: Exempt
Salary Range: \$3,054-\$5,343/month (DOE)

POSITION SUMMARY

Under the general supervision of the Planning/Public Involvement Program Manager, the Active Transportation Planner is responsible for all bicycle and pedestrian transportation planning projects, programs, improvements, and services for the Alamo Area Metropolitan Planning Organization (AAMPO) Study Area. Primary responsibility includes providing vision, leadership, facilitation, coordination, and consultation with key stakeholders to address policy, systems, strategies, and projects that improve and expand opportunities for safe bicycling and walking. This position is an entry-level planner position that will serve as a technical resource on bicycle and pedestrian transportation planning activities at the AAMPO.

ESSENTIAL JOB FUNCTIONS

The essential job functions include, but are not limited to:

- Serving as the AAMPO subject and technical matter resource on bicycling and walking while leveraging and increasing the AAMPO's internal and external knowledge base, including staying current on new developments and trends
- Analyzing reports, studies, and related information and making recommendations for improving mobility, accessibility, safety, and comfort of people walking and biking
- Initiating or coordinating processes where comments and suggestions can be received and included in the planning process involving bicyclists and pedestrians
- Maintaining and updating long and short-range plans to address and improve mobility and accessibility for people walking and biking in the AAMPO's study area
- Managing the administration and coordination of the Bicycle and Pedestrian Mobility Advisory Committees
- Collaborating with the AAMPO staff and its committees, partner agencies, and community organizations on various plans, programs, and initiatives to promote the use of active forms of transportation in the AAMPO's Study Area
- Working with internal and partner agency staff on plans, programs, and projects to reduce bicycle and pedestrian fatalities and serious injuries in support of the City of San Antonio's Vision Zero Initiative

- Managing the AAMPO's outreach activities related to walking and bicycling, including managing the Walkable Community Program, Street Skills Program, and Walk & Roll Rally
- Developing and delivering effective presentations on bicycle and pedestrian planning and safety, including identifying audiences, for workshops, conferences, meetings, and schools
- Representing the AAMPO on various committees, task forces, and coalitions and establishing or maintaining effective relationships with partner agencies to advance multimodal considerations within the transportation planning process
- Identifying data needs and performance measures as it applies to bicycle and pedestrian transportation planning
- Providing excellent customer service to citizens, neighborhood groups, the business community, appointed and elected officials, partner agency staff, etc.
- Working with the AAMPO planning and public involvement staff to develop and disseminate appropriate public outreach materials at various community events
- Working with staff to develop and implement a robust public involvement process for the AAMPO plans, programs, and activities, including responding to non-routine requests for information
- Assisting with AAMPO calls for projects, including technically scoring proposed bicycle and pedestrian projects

NON-ESSENTIAL JOB FUNCTIONS

Non-essential job functions may include, but not limited to performing other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of local, regional, state, and federal transportation planning requirements and guidelines and current social, legal, political and economic trends applicable to regional bicycle and pedestrian transportation planning sufficient to evaluate and interpret impact and to incorporate them into assigned planning activities and technical assistance
- Knowledge of the responsibilities and processes of metropolitan planning organizations
- Knowledge of the walking and bicycling environment in the AAMPO's Study Area, including on-street and off-street facilities
- Knowledge of public outreach and involvement principles, techniques, and methods
- Knowledge, understanding, and use of bicycle and pedestrian transportation design

standards, principles, and best practices

- Knowledge and understanding of the integral relationship between transportation, land use, public health, environmental sustainability, and economic development
- Knowledge, understanding, and use of office software sufficient to develop and maintain word processing, statistical spreadsheet, relational database, and presentation documents (The AAMPO uses Microsoft Office Suite.)
- Knowledge, understanding, and use of transportation analyses sufficient to make reasonable data, modeling, and mapping requests
- Knowledge of research and statistical analysis principles, techniques, and methods sufficient to formulate study design and methodology
- Knowledge of grant procurement sufficient to write proposals to expand funds
- Skill in applying principles of logical and system thinking to a wide range of intellectual and practical problems in making informed professional recommendations while maintaining a results-oriented focus
- Skill in effectively synthesizing and presenting complex technical material in non-technical terms to a variety of audiences, including children, verbally and in writing
- Skill in developing captivating, engaging materials, such as reports, presentations, infographics, etc.
- Skill in facilitating meetings, workshops, and other group tasks and activities
- Skill in program development, project management, problem solving, and team leadership
- Skill in establishing and maintaining effective working relationships with staff, technical committees, policy board, partner agencies, public officials, and the public, including children
- Skill in negotiating effectively with others to find mutually acceptable solutions
- Skill in riding a bicycle safely and willingness to model cycling as a viable transportation alternative to driving alone
- Ability to operate a motor vehicle safely
- Ability to adapt to changes in the work environment, address competing demands, prioritize multiple tasks, complete tasks on time, and respond in a timely manner to requests for service and assistance

- Ability to understand and use principles and methods for curriculum and training design, teaching individuals and groups of all age groups, and the measurement of training effects sufficient to conduct effective classes or presentations in bicycle and pedestrian safety and planning
- Ability to develop, review and evaluate technical reports and planning documents
- Ability to develop innovative approaches and ideas, think creatively, and persuade others
- Ability to show respect and sensitivity for diversity of thought, education and cultural makeup of staff and community
- Ability to take initiative for self-development and expanding skill levels
- Ability to work with minimal direct supervision and be able to meet assignment deadlines
- Ability to learn, understand, and use the AAMPO's organizational structure, policies, and programs effectively

MINIMUM ACCEPTABLE EXPERIENCE AND TRAINING

- Bachelor's degree in urban planning, engineering, public administration, education or a related field
- Prefer one year of related work experience and at least one year of involvement in bicycle and pedestrian related issues either through employment experience or in volunteer/non-profit capacity OR any combination of education and experience that provides the applicant with the desired skills, knowledge, and ability required to perform the job
- Possession of a valid Texas Motor Vehicle Operator's License, proper vehicle liability insurance, and a reliable vehicle

WORK CONDITIONS

Mobility to work in a typical office setting using standard office equipment, driving a motor vehicle to attend meetings outside the AAMPO office, reading printed materials and a computer screen, and hearing and talking to communicate in person or over the telephone are essential physical demands of the position. Position requires occasional bending, stooping, kneeling, reaching, and pulling. Position holder must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Position requires holder to have the strength, dexterity and mobility to ride a multi-gear bicycle. In addition, fieldwork to evaluate the bicycle and pedestrian facility needs of the AAMPO Study Area is required which includes traversing uneven terrain. Fieldwork will entail walking, cycling and some climbing while carrying equipment.

Traveling to meetings both inside and outside the AAMPO Study Area and attending frequent evening and weekend meetings/functions should be expected on an as needed basis.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

This position description does not constitute an employment agreement between the employer and the employee, and is subject to change as the needs of the employer and requirements of the position change.