

REGIONAL TRANSPORTATION PLANNER
(Transportation Improvement Program)

The Alamo Area Metropolitan Planning Organization (AAMPO) is seeking an experienced REGIONAL TRANSPORTATION PLANNER who will lead or support a range of federal, state, regional, and local environmental and transportation programs, projects, and studies for the organization. Specifically, the ideal candidate will have sufficient experience to lead or support the development and maintenance of its:

- Transportation Improvement Program
- Performance-based planning and programming
- Freight planning
- Congestion Management Process
- Transportation Conformity document
- Air Quality planning

This non-supervisory position requires strong project management and leadership skills in recommending regional and environmental transportation issues to policymakers and managing related consultant contracts and programs.

We offer a comprehensive benefits package, including medical benefits, retirement, flexible work schedules, and tuition reimbursement.

Go to www.alamoareampo.org or call 210-227-8651 for further details and directions on how to apply. EOE.

Position is federally funded by the U.S. and Texas Departments of Transportation.

To apply, please send a cover letter focusing on the **four (4) highlighted** essential functions of the job description below and a resume of previous experience and salary history to aampo@alamoareampo.org or mail to:

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

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

Job Title: **Regional Transportation Planner**
EEOC Category: **Professionals**
FLSA: **Exempt**
Salary Range: **\$4,968 - \$7,453/month (DOE)**

Position Summary

Under the general guidance of the Transportation Planning Program Manager, the Regional Transportation Planner (RTP) leads or supports the Alamo Area Metropolitan Planning Organization (AAMPO) in a range of federal, state, regional, and local environmental and transportation programs, activities, projects, and studies; including, but not limited to, the Transportation Improvement Program (TIP), congestion management, performance-based planning and programming, air quality, and freight planning. This non-supervisory position requires strong project management and leadership skills in recommending regional and environmental transportation issues to policymakers and managing related consultant contracts and programs.

Essential Job Functions

- Coordinating with staff and representatives of transportation agencies, local stakeholders, and federal and state officials, **leads the development, maintenance, and implementation of the TIP**, including, but not limited to:
 - maintaining current records and providing updates of TIP projects, including identifying problems associated with projects, especially those that cause schedule delays or cost overruns
 - leading the TIP development and amendment efforts of AAMPO, including maintaining schedules and communications with TIP stakeholders and project owners, preparing amendments and project lists, presenting to AAMPO's boards and committees, and maintaining and developing the TIP database and project information dashboards and applications
 - leading or supporting calls for projects to provide funding to local agencies under various funding programs, including support in administering meetings, developing scoring and prioritization criteria, maintaining project lists, and integrating projects into the TIP database
 - assisting and supporting the development and administration of the Technical Advisory Committee Project Readiness Work Group, including monitoring project readiness factors, communicating with project stakeholders, assisting with leadership of meetings and communications, and developing project readiness criteria
 - creating and maintaining Microsoft (MS) Access database tables, queries, forms, reports, and macros
 - supporting database performance issues by evaluating, resolving, and implementing resolution

- designing database management tools and answering user questions
- entering data and maintaining database quality and integrity of the data
- managing the exporting and importing of data across database systems
- preparing documentation for all database procedures and guidelines
- preparing database project status reports and special and annual reports, including the development of the TIP document
- preparing documents and reports for submission to the Texas Department of Transportation (TxDOT)
- ensuring TIP and Metropolitan Transportation Plan (MTP) project list consistency with the travel demand model for transportation conformity
- updating the TIP database with project changes
- performing quality control checks on database inputs
- responding to TIP inquiries as directed by the supervisor or deputy director
- performing analyses on project listings
- completing external TIP-related tasks and meeting respective deadlines
- assisting with the implementation of regional calls for projects
- Maintaining current planning, legislative, and regulatory knowledge in transportation developments, including, but not limited to, Congestion Management Process (CMP), performance measures, freight planning, and air quality
- Assisting staff with the analysis and documentation related to transportation conformity
- Leading the region's multi-agency Congestion Management (CM) efforts in implementing and updating the regional CMP
- Assembling, analyzing, and monitoring freight data to integrate into AAMPO's transportation planning process
- Serving as AAMPO's primary staff liaison with various federal, state, local, and regional entities involved with freight, transportation performance management, or transportation systems management and operations
- Assembling, monitoring, and evaluating performance measurement data and communicating results to stakeholders
- Developing or presenting written, oral, and visual reports, presentations, analyses, maps, charts, and other graphics for the Transportation Policy Board, Technical Advisory Committee, agencies, community groups, internal staff, and members of the public
- Assisting transportation planning staff in the development of the Metropolitan Transportation Plan

- Drafting articles, technical reports, Memoranda of Understanding (MOU), and correspondence relating to environmental issues, projects, and programs in compliance with federal, state, and local laws and regulations
- Participating in AAMPO's public involvement process, including, but not limited to, assisting with public notification of environmental actions, meetings, and TIP development, amendments, and calls for projects meetings
- Managing both routine and non-routine problems that may require in-depth discussion to gain concurrence or to resolve problems
- Assisting in conducting research, interpretation, analysis, programming, forecasting, and preparation of applications, allocations, and reports for existing and new federal, state, and local funding sources to ensure that the region fully leverages all available funding. Making recommendations, including specific funding strategies consistent with organizational goals, objectives, and priorities.
- Leading the procurement and management of environmental transportation-related contracts
- Conducting research, compiling data, and performing analyses on a variety of environmental matters related to land use, economic development, environmental impact, and community involvement
- Participating in the preparation of the Unified Planning Work Program (UPWP)
- Participating in the preparation of the Public Participation Plan (PPP) to ensure early and continuous public participation in organizational transportation planning activities
- Performing other related duties as assigned, including, but not limited to, managing other related projects or responding to non-routine requests for information from public agencies and the public

Required Knowledge, Skills, and Abilities

- Knowledge of modern principles and practices of environmental transportation planning, land use, performance measures, TIP and Statewide Transportation Improvement Program (STIP) procedures, environmental practices, freight movement, congestion management, and related transportation analysis
- Demonstrated knowledge of local, state, and federal funding sources and financial programming requirements, processes, policies, and regulations
- Knowledge of federal, state, and local environmental policies, laws, and regulations impacting metropolitan planning organization functions
- Skilled in MS Access and understanding of how to create, maintain, and manipulate databases, tables, queries, forms, reports, and macros
- Knowledge of methods and techniques of evaluation of environmental impacts
- Knowledge of statistical analysis tools and federal, state, and local data including, but not limited to, those published by the US Census Bureau, U.S. Environmental

Protection Agency (EPA), Texas Commission on Environmental Quality (TCEQ), and U.S. Geological Survey (USGS)

- Knowledge of travel demand modeling
- Knowledge of research methods and ability to analyze various factors in regional environmental planning
- Skilled in analytical and critical reasoning skills and strategic planning
- Skilled in MS Excel and understanding of how to efficiently manipulate tables, charts, graphs, pivot tables, and functions
- Skilled in the use of MS Word and MS PowerPoint
- Skill in the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar for effective written communications, proofreading, and editing of deliverables in assigned areas
- Proficient at collecting, researching, analyzing, and inputting data and making informed professional recommendations
- Ability to apply effective writing and presentation skills demonstrating the proficiency to synthesize and present complex technical material in non-technical terms to a variety of audiences
- Ability to speak professionally in a public forum providing information and answering questions
- Ability to establish and maintain effective working relationships with staff, technical committees, policy boards, partner agencies, public officials, and the public as encountered in the course of work
- Ability to prioritize multiple tasks and complete tasks on time without diminishing the quality of work
- Ability to share expertise with others
- Ability to respond to requests for service and assistance
- Ability to adapt to changes in the work environment and deal with competing demands, delays, or unexpected situations
- Ability to undertake self-development activities, including looking for and taking advantage of opportunities
- Ability to develop innovative approaches and ideas
- Ability to apply principles of logical and systems thinking to a wide range of intellectual and practical problems independently and collaboratively
- Ability to pay attention to detail while maintaining a results-oriented focus

Preferred Knowledge, Skills, and Abilities

- Knowledge of Environmental Systems Research Institute (ESRI) Geographic Information Systems (GIS) practices and software

Required Qualifications

- Bachelor's degree in urban planning, environmental studies/science, natural resource management, public administration, civil or environmental engineering, or a related field OR any combination of education and experience that provides the incumbent with the desired knowledge, skills, and abilities required to perform the job
- Skilled in utilizing Microsoft Office Suite
- At least three to five years of increasingly responsible experience in transportation planning
- Experience in handling public involvement and agency coordination interface with stakeholders, professionals, and public
- Possession of a valid Motor Vehicle Operator's License, proper insurance, and reliable vehicle

Preferred Qualifications

- Master's degree in urban planning, environmental studies/science, natural resource management, public administration, or a related field
- Demonstrated experience in the development and maintenance of a Transportation Improvement Program
- Three to five years of increasingly responsible experience in environmental, air quality, freight, or performance-based planning and programming
- Demonstrated experience in the Congestion Management Process

Work Conditions

The following are essential physical demands of the position: (1) mobility to work in a typical office setting (e.g., standing or sitting for prolonged periods), (2) using standard office equipment requiring repetitive hand movement, vision, and fine coordination including use of a computer keyboard, (3) driving a motor vehicle to attend meetings outside AAMPO's office, (4) reading printed materials and a computer screen, and (5) hearing and talking to communicate in person or over the telephone. In addition, the incumbent needs to be able to move reports/items weighing up to 25 pounds from one location to another and may be exposed to various unpleasant field conditions, including wet, rainy, cold, or hot weather, while performing job functions. Traveling to meetings and training events inside and outside AAMPO's Study Area and attending 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.