

TRANSPORTATION PLANNER I (COMMUTE SOLUTIONS)

The Alamo Area Metropolitan Planning Organization (AAMPO) is seeking a TRANSPORTATION PLANNER I who will focus on promoting alternative commute options to reduce congestion and improve air quality within AAMPO's Study Area.

Desired candidate attributes include

- self-motivated
- strong presentation skills
- strong technological ability
- team player
- strong work ethic
- detail oriented
- adaptable
- dependable

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

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

To apply please send cover letter focusing on the essential functions of the job description below and a résumé 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

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

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JOB DESCRIPTION

Job Title: Transportation Planner I
EEOC Category: Professionals
FLSA: Exempt
Salary Range: \$3,652-\$4,845/month (DOE)

POSITION SUMMARY

Under the close supervision of the Planning/Public Involvement Program Manager (PM), the entry-level position holder promotes alternative commute options to reduce roadway congestion and improve air quality within the Alamo Area Metropolitan Planning Organization (AAMPO) Study Area. Primary responsibility includes conducting activities related to promoting or educating on all strategies that reduce the demand for single-occupant vehicle travel in our Study Area through the management, implementation, and promotion of the AAMPO's regional Commute Solutions Program, including, alternative commute options such as ridesharing, public transit, biking, walking, telecommuting, and alternative work schedules (e.g., flextime, compressed workweeks, and teleworking).

ESSENTIAL JOB FUNCTIONS

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

- Managing the organization's regional Commute Solutions Program (CSP) including developing and monitoring a program budget, ensuring related contract(s) are executed properly, and scheduling and conducting outreach and incentives-based activities and events
- Overseeing the web-based rideshare matching and emissions reduction tracking service contract (e.g., Agile Mile), and the associated commuter rewards program while increasing the number of individual users
- Assisting employers and educational institutions in establishing commuter programs and presenting a customized program to their employees, customers, or students
- Responding to requests for assistance from individual commuters who call on the CARPOOL (i.e., 210-227-7665) line, who are using the carpool matching website or who are requesting an emergency guaranteed ride home trip
- Coordinating coverage of the CARPOOL phone line in his/her absence and providing related staff training
- Developing, monitoring, and disseminating CSP performance measures and results including developing and administering commuter surveys on the level of program activity and participation
- Managing, updating, and enhancing our Commute Solutions website for a diverse and regional population
- Developing and delivering effective CSP related presentations

- Seeking opportunities and arranging to make commute solution/commuter benefits related presentations or conducting workshops for diverse groups (e.g., employees, human resources administrators, professional organizations, Parent Teacher Associations, educational institutions, community fairs/events, civic, property managers, and neighborhood associations) regionally
- Leveraging outreach efforts with diverse news media resources and outlets (e.g., radio, television, print, Internet, and outdoor) and being the point of contact for media on CSP related events or activities including participating in television and radio interviews
- Assisting the public with web-based rideshare matching software requests and ride-match inquiries
- Managing or developing CSP and related multimedia outreach materials (e.g., infographics and videos) and awareness campaigns including social media strategies
- Researching and learning about best practices for the CSP
- Coordinating staff assistance for various public events and activities
- Assisting in the procurement and ordering of educational materials
- Developing and maintaining an educational plan for the distribution of each type of educational material purchased and training staff on implementing that plan with the public
- Creating and maintaining CSP related databases (e.g., list of events and attendance)
- Assisting with the review and approval process of CSP program grant invoices and billings
- Drafting memorandums, letters, documentation, progress reports, articles, press releases, news briefs, and annual reports
- Assisting in air quality, active transportation, and other transportation planning outreach efforts
- Analyzing reports, studies, and related information and making recommendations for improving commuter solutions or benefits
- Collaborating with the AAMPO staff and its committees, partner agencies, and community organizations on various plans, programs, and initiatives to promote the use of commuter solutions or benefits in the AAMPO's Study Area
- Representing the AAMPO on various committees, task forces, and coalitions and establishing or maintaining effective relationships with partner agencies to advance commuter solutions or benefits considerations into short- and long-range transportation planning process
- 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
- Working under close supervision and as experience is gained, a broader range of duties are expected to be performed, including, but not limited to, developing or monitoring a specific MPO planning factor, plan or program (e.g., Freight, Unified Planning Work Program, and Metropolitan Transportation Plan)

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 commuter solutions or benefits 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 commuting solutions environment in the AAMPO's Study Area
- Knowledge of public outreach and involvement principles, techniques, and methods
- Knowledge, understanding, and use of sustainable transportation trends and travel demand management principles of commute solutions or benefits standards, principles, and best practices
- 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 management sufficient to comply with CSP related grant(s)
- 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, verbally and in writing
- Skill in developing captivating, engaging materials, such as reports, presentations, infographics, etc.
- Skill in making unsolicited calls to secure interest and participation in CSP related events or activities
- 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
- Skill in negotiating effectively with others to find mutually acceptable solutions
- Ability to operate a motor vehicle safely
- Ability to speak on camera and in front of large groups
- 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 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, communications, marketing, public relations, education or a related field of study
- One year of professional experience in public administration, marketing, grants administration, community outreach, or transportation planning 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.

Traveling to meetings both inside and outside the AAMPO Study Area and attending frequent evening and weekend events/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.