

Transportation Planner

\$57,066.88 - \$73,453.64 Annually

The City of Madison is seeking a Transportation Planner to join the Metropolitan Planning Organization (MPO) section of the Planning Division. This position is responsible for supporting the transportation planning work activities of the Madison Area Transportation Planning Board, the designated Metropolitan Planning Organization (MPO) for the Madison Metropolitan Area. This includes assistance in preparation of the long-range multi-modal regional transportation plan, corridor and area plans and studies, public transit and active transportation plans, annual updates to the Transportation Improvement Program, and annual performance measure monitoring and reporting. Planning support work includes, among other activities, conducting analyses to support plan and study recommendations, assisting with public transit studies and plans, development and maintenance of land use and transportation information and GIS data sets and creation of maps and graphics. It also includes assistance with public involvement activities, including maintaining content on the MPO's website and social media outlets and staff support to the MPO policy board and advisory committees.

The Planner 1 starts at \$57,066.88/annually; and the Planner 2 starts at \$61,899.50/annually. Classification at the 1 or 2 level will be determined at the time of hire and will be based on the candidate's relevant work experience and overall qualifications.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Assist in preparation of the multi-modal regional transportation plan, and corridor/small area studies.

- Assist in conducting multi-modal transportation needs analyses and evaluating the benefits and costs of different strategies and projects to support development of transportation plans and studies.
- Assist in preparing and implementing the MPO's Congestion Management Process.
- Assist in conducting literature reviews, best practices research, and quantitative analysis to support development of plan recommendations, and assist in preparing plan reports.
- Develop graphics for reports and meetings, design print products, and coordinate print production of these products.
- Participate on interagency staff workgroups for plans and projects.

Prepare or assist in preparing public transit and specialized transportation plans and studies.

- Prepare or assist in preparing the 5-year Transit Development Plan in cooperation with Metro Transit staff.

- Prepare or assist with special transit studies such as passenger surveys and Bus Rapid Transit project study.
- Assist suburban communities in planning for potential transit services.

Prepare or assist in preparing bicycle transportation plans and studies.

- Prepare or assist in preparing the regional bicycle transportation plan, including development of plan scope, conducting needs analysis, developing policy and facility recommendations, report writing, and presentations.
- Assist in conducting special studies such as crash studies and bicycle and pedestrian related accessibility analyses for planning efforts and selecting projects for funding.

Assist in developing and maintaining transportation planning information systems and data bases, including GIS data and cartographic products.

- Monitor, assemble, and analyze land use, socio-economic, travel, and other data relevant to transportation planning and travel demand modeling.
- Assist in collecting, analyzing, and presenting data on the performance of the regional transportation system in accordance with new federal requirements.
- Assist in developing and maintaining GIS data sets (roadways, bicycle facilities, transit service, planned land use, etc.), including digitizing, editing, and attribute entry of GIS data layers.
- Assist in the design and production of maps utilizing GIS data sets.

Assist in implementing the MPO's public participation plan, including development and maintenance of content on the MPO's website and social media outlets.

- Assist in evaluating the MPO's public involvement activities and future updates to the public participation plan.
- Work with City of Madison IT Department staff in developing and maintaining the MPO website and any special plan/project websites.
- Assist in staffing committee, MPO board meetings and public information meetings on plans and projects and other public engagement activities.
- Assist in maintaining and implementing the MPO's Title VI Plan.

MINIMUM QUALIFICATIONS:

- Possession of a Bachelors Degree in Urban/Regional Planning, Civil Engineering, Urban Studies, or related studies or programs.

If an applicant does not possess the degree above, HR will review the application materials to determine if the applicant possesses the following equivalent experience:

Familiarity with the following:

- Land use and transportation planning process, policies, principles, practices and methodologies, including integration with land use planning and land use/travel demand relationships, accessibility and integration of different modes of transportation.
- Geographic information systems
- Data collection methods and analysis techniques related to socio-economic, land use, and transportation data.
- Adobe Creative Suite software (InDesign, Illustrator, and Acrobat Pro) or other graphics software, and Microsoft Office Suite software (Word, Excel, PowerPoint and Access).

The City of Madison strives to provide exceptional customer service to all its citizens and visitors. Therefore, successful candidates will have demonstrated ability to work effectively with multicultural communities.

For a complete list of the knowledge, skills and abilities, please see the class specification at this link:<http://agency.governmentjobs.com/madisonwi/default.cfm?action=specbulletin&ClassSpecID=829361&headerfooter=0>

SPECIAL REQUIREMENTS:

Ability to meet the transportation requirements of the position.

Ability to attend meetings during the evening or on weekends.

Physical Requirements:

Employees will be expected to spend a majority of time sitting while operating a desktop computer and telephone. Employees may also have significant public contact and will be expected to provide excellent customer service. Employees may be required to travel to various locations in the City of Madison to attend meetings.

Applications must be received by August 5, 2018 to be considered. Apply online today!
www.cityofmadison.com/jobs.