



METRO Regional Transit Authority Senior Planner

SALARY	\$68,000.00 - \$85,000.00 Annually	LOCATION	416 Kenmore Blvd, Akron
JOB TYPE	Full-Time	JOB NUMBER	202400023
DIVISION	Culture, Planning, Safety, Security	DEPARTMENT	Planning and Strategic Development
OPENING DATE	09/23/2024	CLOSING DATE	11/8/2024 11:59 PM Eastern

Description

Position Summary: This position is responsible for conducting transit service planning.

Reporting Relationships:

- **Position Reports to:** Director of Planning & Development
- **Direct Report By Title:** None
- **Indirect Reports by Title:** None
- **Number of Reports:** Direct 0 Indirect 0

Examples of Duties

Essential Job Functions:

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions described in this position description. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this position description.

Job Responsibilities:

- Analyze performance of existing public transit service and identify trends
- Analyze data and document results from Automated Vehicle Location and Automated Passenger Count systems
- Develop and recommend short- and long-term fixed route, paratransit and on-call service plans that best meet the needs of the public, and improve transit service quality, productivity and efficiency
- Plan for public meetings and participate in conducting them
- Manage system-wide bus stop consolidation process in coordination with short- and long-term service plans
- Oversee and update the Bus Stop Design Guidelines document as necessary
- Prepare required analyses for regulatory compliance (i.e. Title VI and similar)
- Prepare grant applications for METRO services, programs or initiatives
- Regular attendance is essential
- Prepare monthly performance report for the Board of Trustees
- Respond to customer comments and complaints relating to service and bus stops

- Design and conduct transit-related surveys, analyze results and prepare reports to summarize findings
- Work cooperatively with other METRO departments and outside organizations to plan and implement transit-related services, facilities and/or programs
- Assist in the review of site development proposals for transit impacts and request new or improved transit amenities
- Prepare technical memoranda and reports for managerial review and consideration by policy makers
- Represent METRO on intergovernmental committees as assigned
- Performs other duties as assigned

Typical Qualifications

Experience and/or Educational Requirements:

- Position requires a degree in planning, engineering, or public administration,
- A valid Ohio driver's license and three years of relevant professional experience, or
- any combination of education, training and work experience which provides the required skill sets to perform the essential job functions.
- Master's degree preferred.

Occupational & Technical Skills:

- Proficiency with word processing and spreadsheets for analysis and reports
- Knowledge of transit planning practices as it relates to bus operations, ridership analysis and land use integration
- Experience with developing, modifying and implementing transit service plans
- Knowledge of and/or experience with transit technology including passenger counting systems and automatic vehicle location technology?
- Knowledge of planning principles and practices, along with data analysis methods, to understand the principles of public transportation and the application of them
- Knowledge of the principles of bus stop placement so as to balance the concepts of pedestrian access and route speed in bus stop placement that optimizes system ridership?
- Knowledge of the Americans with Disabilities Act and its requirements as they pertain to the needs of the elderly and disabled when bus stop placement decisions are made?

Administrative Skills

- Ability to organize work, set priorities and meet critical deadlines with minimal direction
- Ability to define problems, collect data, establish facts and draw conclusions
- Ability to establish project goals, lead collaborative project planning efforts and successfully transition completed activities to operating personnel?
- Knowledge of techniques of effective time management
- Ability to keep clear and accurate records
- Ability to design or redesign reports and records as conditions warrant

Cognitive Skills:

- Ability to demonstrate initiative and independent judgment
- Knowledge of record keeping, filing methods, records management and report preparation techniques
- Ability to perform standard business arithmetic including percentages and decimals
- Ability to use a computer to efficiently enter and retrieve information
- Demonstrated writing and report generation skill
- Knowledge of research methods
- Ability to deal with a variety of concrete variables in situations where significant standardization exists

Communication Skills:

- Ability to communicate clearly and effectively, both verbally and in writing
- Ability to prepare clear and concise reports, correspondence, meeting summaries, technical reports and other written materials
- Ability to communicate effectively with individuals and small groups and to respond to questions
- Ability to make public presentations to governmental bodies and the public

Interpersonal Skills:

- Ability to establish and maintain effective working relationships with various individuals, departments, or other internal groups
- Ability to deal courteously and diplomatically with the general public

When applying, please provide any previous employer's contact information for up to the past 12 years.

Agency

METRO Regional Transit Authority

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Phone

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Website

<https://www.yourmetrobus.org>