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# LEAD PLANNER - TRANSIT COORDINATOR

\$74,201 - \$113,484 ANNUALLY  
PLUS EXCELLENT BENEFITS

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The Palm Beach TPA is seeking a dynamic planning professional to join the team responsible for collaboratively planning, prioritizing and funding the transportation system of Palm Beach County, FL.

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## The Position

The Lead Planner and Transit Coordinator works collaboratively with regional transit partners to lead the Palm Beach TPA's transit planning efforts by assessing the transit system, evaluating transportation alternatives, identifying transit service improvements, and prioritizing transit projects for funding.

Primary responsibilities include developing and advancing the transit components of the TPA's Long Range Transportation Plan (LRTP); conducting multimodal corridor, passenger rail, and mobility studies; performing transit supportive land use analysis; developing health impact assessments; overseeing the implementation of TPA-funded transit projects; improving transit service, access and regional connectivity; managing transit GIS data and updating Transit Development Plans; administering the Transportation Disadvantaged Local Coordinating Board (TD LCB), the Commission for Transportation Disadvantaged (CTD) planning grant and all associated tasks; evaluating the TD paratransit system and updating the Transportation Disadvantaged Service Plan (TDSP); and performing other tasks as detailed on page 2.

Work is performed with a high degree of independence under the general or limited supervision of the Deputy Director of Multimodal Development.

## Candidates

Successful candidates will have four (4) or more years of professional planning experience and a Bachelor's Degree in urban/regional planning, transportation engineering, or a related field or an equivalent combination of education and experience.

Ideal candidates will:

- Have experience planning and implementing premium transit systems;
- Have knowledge of Federal and Florida transit funding programs and regulations;
- Be familiar with Complete Streets, Vision Zero, and Florida design standards;
- Possess excellent oral and written communication skills, including the ability to present complex information in readily understandable plans and reports;
- Be skillful using computer systems including ArcGIS and other databases, transit demand modeling platforms, Remix, Adobe Creative Suite and Microsoft Office Suite;
- Possess a related graduate degree and/or AICP certification;
- Be committed to effective working relationships with people of diverse cultural and linguistic backgrounds without discrimination; and
- Have experience working with a Metropolitan Planning Organization.

## Benefits

The TPA offers a competitive salary and excellent benefit package including ample paid leave and TPA-funded insurance, retirement, transportation and tuition reimbursements.

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## About the TPA

The TPA is the federally designated Metropolitan Planning Organization for Palm Beach County, Florida, providing the forum that brings county commissioners, city officials, seaport commissioners and transportation professionals together to implement a safe, efficient, connected, and multimodal transportation system. *Come join our team!*

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## To Apply

Applicants must submit a cover letter, resume, examples of completed work, and completed application (available at [PalmBeachTPA.org/jobs](http://PalmBeachTPA.org/jobs)) to [humanresources@PalmBeachTPA.org](mailto:humanresources@PalmBeachTPA.org).

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## Detailed Duties & Responsibilities

- Develop and advance the transit components of the LRTP and Regional Transportation Plan.
    - Lead TPA participation in updates to local Transit Development Plans.
    - Gather input from civic leaders, government officials, businesses, and residential groups to identify desires and concerns regarding transit.
    - Organize and participate in events to promote transit.
    - Integrate transit-related performance measures and targets into TPA plans.
  - Conduct multimodal corridor, passenger rail, and mobility studies; perform transit-supportive land use analysis; and develop health impact assessments.
    - Conduct field reviews and identify transit access and safety improvements.
    - Propose modifications to routes, stops, and schedules.
    - Develop cost estimates for transit capital, operations, and maintenance improvements, including increased frequency and passenger rail service.
    - Evaluate enhanced transit alternatives using transit demand modeling software.
    - Establish locally preferred alternatives for selected corridors and create implementation plans for Federal and State grant funding.
  - Oversee the implementation of TPA-funded transit projects.
    - Coordinate with stakeholders to advance implementation of TPA-funded transit projects.
    - Coordinate with local government agencies to implement Quiet Zones.
  - Improve transit service, access, and regional connectivity.
    - Promote increased regional transit connectivity.
    - Support enhanced fare collection system with regional interoperability.
    - Promote integration of public and/or private regional transit services.
  - Administer the TD LCB, the CTD planning grant and all associated tasks.
    - Serve as the staff liaison and create agenda and backup materials for quarterly meetings and special subcommittee meetings.
    - Evaluate the Community Transportation Coordinator (CTC) annually.
    - Complete all deliverables and submit quarterly reports and invoices.
  - Evaluate the TD paratransit system and update the TDSP.
    - Continuously monitor and evaluate the TD paratransit system.
    - Perform minor updates to the TDSP annually and major updates periodically.
    - Review applications for FTA Section 5310 funding.
  - Manage transit GIS data.
    - Maintain a GIS of local transit services, facilities, and activity levels.
    - Monitor and evaluate transit performance measures using a GIS.
    - Create data visualizations and maps using GIS.
  - Perform related work as required, including but not limited to:
    - Create attractive documents and graphics using Adobe Create Suite.
    - Prepare and present information at TPA meetings and to outside agencies and the public.
    - Manage consultant work orders to implement assigned roles and responsibilities.
    - Participate in and/or lead multimodal initiatives, including Complete Streets, Vision Zero, TOD, Shared Mobility, and first-last mile connections.
    - Participate in partner agency committees.
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