

## Position: Senior Transit Planner

Description: The Southwestern Pennsylvania Commission seeks a Senior Transit Planner responsible for leading the development, implementation and administration of select commission transit related programs and projects. The Senior Transit Planner develops and delivers oral and written reports and presentations to internal and external audiences. Duties include:

- Leads and advises staff in the development, implementation, coordination, and administration of work plans for various planning initiatives.
- Serves as a liaison with the public, and various other agencies promoting regional transit and related transportation and land use planning at the local, state, and national levels. Assists with facilitating the Transit Operator Committee meetings and coordinates transit TIP requests with other staff.
- Researches, compiles, analyzes and coordinates technical and policy area information pertaining to the agency's program activity.
- Applies federal and state transportation planning regulations in the development of communications concerning the agency's program activity internally and externally via oral and written communications.
- Maintains and updates files on program activity.
- Reviews and edits select reports and technical memorandums.
- Processes and summarizes input and communications for possible inclusion in plan and program development.
- Plans, makes preparations for, and staffs both technical and specialty meetings.
- Develops and maintains partnerships with other planning agencies within the region.
- Writes Requests for Proposals, evaluates bids, and recommends consultants for support of various planning programs and projects.
- Reviews work of outside contractors to monitor progress on select projects.
- Applies knowledge of federal and state transportation funding to secure and maintain grant programs.
- All other duties as assigned by Transit Manager

### Job Requirements:

- Bachelor's degree in Planning, Engineering, Public Administration or other closely related field required. Masters degree preferred.
- At least 5 years of transportation planning experience.
- General computer skills with the ability to learn new software applications.

### Other Information:

SPC is proud to offer staff and their loved ones an impressive benefits experience, providing focused support on their physical, emotional, and financial well being. Benefits include:

- Medical, Dental, Vision and FSA
- 403B options and company sponsored pension plan
- Vacation time, sick time and personal leave
- 11 Paid Holidays
- Flexible hybrid work schedule
- Tuition assistance

How to Apply: Email letter of interest and resume to: [hr@spcregion.org](mailto:hr@spcregion.org)