

Job Title:	Transit Specialist/ Senior Planner	Salary Tier Category	(P3-P5) Senior Planner: \$60,000-\$70,000 annual starting salary, depending on qualifications
Department/Group:	Transportation Planning	FLSA Exemption:	Exempt/Non-Exempt
Reports To:	Transportation Planning Manager	Supervisory Duties (Y/N)	N
Benefits: Massachusetts State Benefits (MSERS, GIC), matching deferred income contributions, mileage reimbursement, education/professional benefits, flexible hybrid in-person/remote work schedule, and generous paid time-off (PTO).			

Position Summary

SRPEDD's Transportation Department is seeking a self-starting team player who is good at collaborating as well as working on their own and able to take initiative on projects. Under the supervision of the Transportation Planning Manager, the Transit Specialist/Senior Planner performs a wide variety of transit/transportation planning tasks.

Primary Duties and Responsibilities

The Transit Specialist serves as a liaison between the Regional Transit Authorities, SRPEDD, area stakeholders, and state and federal partners. They produce planning narratives, data and policy analyses, reports, educational materials, project documentation, and other deliverables, as needed. The Transit Specialist will work with a diverse team of planners to integrate transit planning priorities and considerations into all transportation department and initiatives.

Essential Duties and Responsibilities

The Transit Specialist shall be expected to perform the following tasks, among others:

- Cultivate relationships with the SMMPO's Regional Transit Authorities including attendance at monthly board meetings.
- Coordinate with Regional Transit Authorities regarding general needs, funding sources and allocations, asset management, project development and performance targets.
- Conduct transit and transportation data collection and analysis, including air quality analysis for replacement buses.
- Conduct planning related studies such as bus route evaluations, analyze transit passenger survey data and prepare reports based on findings.
- Communicate with the public and area organizations to identify unmet transportation needs.
- Communicate with private carriers on unmet needs and the development of potential projects.
- Participate in neighborhood and local meetings, and other public outreach to inform and engage the public with respect to transit.
- Assist with improving public outreach and participation, especially in underserved populations and neighborhoods.
- Communicate effectively, both orally and in writing, with elected officials, co-workers, other professionals, and the public.
- Re-establish and manage the South East Regional Coordinating Council on Transportation (SERCCOT).

Qualifications and Education Requirements

Qualifications

The Transit Specialist should have the following qualifications:

Software

- 3+ year(s) of experience with Microsoft Excel and the Microsoft Office Suite;

Skills

- Familiarity with, interest in, and commitment to transportation equity and social justice.
- Excellent verbal and written communication skills.
- Strong analytical abilities and creative problem-solving skills.
- Strong project and time management skills with a proven ability to meet deadlines and prioritize tasks.

The following would be beneficial, but not required:

Software

- Adobe InDesign, Adobe Illustrator, other Adobe Creative Suite products;
- WordPress and/or HTML/CSS; and
- Video Editing (Premiere, Canva).

Skills

- Transit experience, related to passenger surveys, bus route evaluations, transit funding programs, asset management plans and performance measures.
- Familiarity with Southeast Massachusetts, its communities, and transportation network.

Education

One of the following combinations of education and employment experience is preferred but not required to be considered for the position:

- BA/BS and 3-5 years of relevant experience. Preference for fields of study including Transportation, Urban Planning, Public Policy, Public Administration, Engineering, Geography or similar. Preference for experience with transit planning;

OR

- MA/MS and a minimum of one year of experience. Preference for fields of study including Transportation, Urban Planning, Public Policy, Public Administration, Engineering, or similar. Preference for experience with transit planning.

Applicants must have a valid driver's license, personal transportation, and a clean driving record. An agency vehicle is available for field work.

While SRPEDD does not have a residency requirement, preference is given to residents of SRPEDD member municipalities.

All interested candidates are encouraged to apply regardless of qualifications.

SRPEDD

Southeastern **Regional Planning**
& **Economic Development** District

About SRPEDD

SRPEDD is growing! We are a collegial workplace with experienced staff. We are looking for a proven self-starter and independent worker who is equally at home in a collaborative working environment.

SRPEDD offers excellent Massachusetts state benefits (www.mass.gov/orgs/group-insurance-commission) and a hybrid work policy (roughly half-time in-person, half-time remote).

Our work includes community master plans, corridor studies and redevelopment plans, public education and civic engagement campaigns, regional transportation and bicycle projects, habitat restoration and watershed protection, climate and hazard mitigation planning build-out and fiscal impact scenarios, transit planning, zoning bylaws, drone surveys and 3D interior photography, economic development and infrastructure initiatives, housing production and community development, and more. SRPEDD supports the 4 cities and 23 towns in our region to build community and enhance quality of life for all. Through careful collaboration, SRPEDD seeks to enhance equitable economic development opportunities, envision, and plan for the long-term future, foster sustainable growth, and cultivate the systems and networks that emphasize social justice and community development.

We emphasize high quality work; we value a culture of optimism and collegiality; and we take pride in serving the public and advancing SRPEDD's mission.

To Apply

Position open until filled.

Please send the following items via email to Lisa Estrela-Pedro, Transportation Planning Manager (lestrela@srpedd.org).

1. At least 3 work samples (at minimum two writing samples, and one presentation sample and/or one graphic/design sample);
2. Cover letter; and
3. Resume.

SRPEDD is an Equal Opportunity employer.