



JOB TITLE: Senior Regional Planner
DEPARTMENT: Planning & Development
REPORTS TO: Deputy CEO
SALARY LEVEL: 105
SALARY GRADE: DOQ (\$68,856.43 - \$86,070.54 annually)

LAST REVISION DATE: 01/2019
EEO: Professional
FLSA: Exempt, Regular Full-time

PURPOSE OF JOB

The Senior Regional Planner is responsible for executing the agency's long-range planning efforts and strategic initiatives including regional transportation infrastructure planning, regional service and trail expansion and service innovation including fleet electrification while assisting the agency with the program development and implementation involving Mobility as a Service, autonomous vehicles and other advanced mobility concept exploration. This position will leverage transportation planning skillsets, coordinate with local, regional, state, federal and transit agency partners as well as the private sector. It is critical for this position to have a knowledge of transportation planning, bicycle and pedestrian systems, state and federal regulatory policies, available funding programs, municipal financial processes, contracts, and grants. The Senior Regional Planner will manage regional transportation planning initiatives, identify and secure funding for agency programs, as well as maintain strategic relationships with various local, county, regional, state and federal agencies and will serve as the agency's primary liaison for regional planning and funding initiatives with the North Central Texas Council of Governments (NCTCOG) and will represent the agency on the NCTCOG Surface Transportation Technical Committee (STTC).

ESSENTIAL FUNCTIONS

1. Facilitate project coordination with the regional MPO, support regional planning initiatives, identify and secure funding mechanisms while ensuring agency inclusion in the MPO's planning processes including the Mobility Transportation Plan.
2. Lead the development and execution of long-range service plan and some near-term regional planning initiatives to improve mobility and connectivity between Denton County, Collin County, Tarrant County and the rest of the North Texas region including rail expansion and commuter bus with partner transit agencies, the regional MPO, member cities, non-member cities and large employers.
3. Leverage "out of the box" planning for the creative development, financing and implementation of agency strategic initiatives, including regional transportation infrastructure, service expansion and emerging technology mobility solutions.
4. Assist in the enhancement and development of livable communities, transit-oriented development (TOD), sustainability and additional projects that may impact mobility with support as appropriate from member and non-member cities, private sector, state, FTA and the DOT/HUD/EPA partnerships.
5. Play an active role in the annual budget preparation process and the agency's 20 year financial planning.
6. Seek and secure various local, regional, state and federal funding programs to assist in the execution of agency objectives, develop project scopes, schedules and budgets for grant submittals.
7. Leverage available resources for ridership forecasting, financial modeling, market analysis and data analytics for future transit initiatives, land use, demographics during the development of multimodal transportation project plans.
8. Represent agency at various public stakeholder events, local and regional transportation planning meetings and industry conferences.
9. Coordinate with contracted consultants and collaborate with internal departments on planning initiatives as it relates to Operations, Finance, Procurement and Marketing.
10. Maintain, support and promote a safe work environment while complying with all of DCTA's safety rules, policies,

and procedures

11. Performs related duties as assigned.

REQUIREMENTS TO PERFORM WORK

Knowledge of:

1. Transportation funding programs and related financial processes, contracts, grants and regulatory compliance.
2. Federal, State and Local laws and regulations governing transportation alternatives programing and funding.
3. Principles and practices of transportation planning, emerging mobility solutions, land use planning, program development, public administration and project management.
4. Principles and practices relating to travel demand modeling including land development, economic development, environmental impacts, socioeconomic demographics, travel behavior and transit demand concepts.
5. General principles and practices of transit operations including current and emerging mobility services and fleet options.
6. Microsoft Office suite (including Word, Excel, Outlook, PowerPoint), Adobe Acrobat, GIS and any transportation planning software.

Ability to:

1. Leverage “out of the box” thinking during development, coordination and implementation of project planning.
2. Identify, establish and maintain effective working relationships during the coordination of strategic initiatives with key individuals including internal departments and other government staff and officials, municipal and regional agencies, community groups, consultants and other members of the private sector.
3. Share the agency’s vision with stakeholders, funding partners, industry leaders in an effort to align agency goals and objectives with potential partners for the development of mutually beneficial project partnerships.
4. Provide technical insight, data analytics and project financing options during the development and/or implementation of projects.
5. Interpret and apply Federal, State and local policies, procedures, laws and regulations and assist in the development and application of departmental policies during planning and implementation processes.
6. Identify and understand DCTA transit capital and operational development, delivery procedures as well as departmental operating policies, procedures, systems, and methods.
7. Perform and manage advanced professional transportation planning work with minimal supervision.
8. Communicate clearly, concisely and effectively, both verbally and in writing, with all internal and external stakeholders, including the general public and elected officials.
9. Collect, compile and analyze technical and financial information in order to prepare reports for the public, board and stakeholders.
10. Represent DCTA to external organizations and public professionally through the development and delivery of superior presentations and written materials for a variety of audiences and multiple venues.
11. Compile and interpret technical data and prepare reports, grants, proposals and correspondence.
12. Analyze problems, identify alternative solutions, project consequences or proposed actions and develop recommendations in support of goals.
13. Research, analyze and evaluate innovative service delivery methods, procedures and techniques.
14. Plan, organize and schedule work priorities and manage multiple projects, some with aggressive program schedules.
15. Apply collaborative work strategies and gain the cooperation of employees at all levels of the organization while fostering a cooperative environment when working with peers in other organizations.
16. Work weekends, evenings as needed.
17. Out-of-town travel, overnight as needed.
18. Perform a wide range of complex work assignments.
19. Ability to get along with others, individually and in a large group. Has the desire to care for the organization’s well-being and for the co-workers he/she interacts with. Interested in partaking in group development and team building activities.

20. Possess a positive attitude, and practices good judgement, while open to receiving/providing feedback
21. Be open to collaborate and work in a team-oriented and helping environment
22. Possess an influential and welcoming communication style
23. Foster a culture that values critical thinking and problem solving; and encourages constructive feedback, engagement, inclusion, and diversity at all levels

EDUCATION AND EXPERIENCE (Any equivalent combination of education and experience)

Equivalent of a Bachelor's Degree from an accredited college or university with major course work in public administration, transportation planning, engineering, economic development, business, finance or other related discipline.

Minimum of Five (5) years of progressively responsible experience involving public administration, economic development, long range planning, transportation planning or urban planning. Public transportation experience is highly desirable.

Preferred Certifications: American Institute of Certified Planners (AICP), Project Management Professional (PMP)

Special Requirements: Hold a current valid Texas Driver's Licenses or have the ability to obtain one upon entry into the position.

PHYSICAL ACTIVITIES:

Physical activity includes, but is not limited to: on a continuous basis, sit at a desk for long periods of time; intermittently twist and reach office equipment; write or use keyboard to communicate through written means; lift moderate weight; reaching above the waist, reaching below the waist, and reaching waist to shoulder to reach inventory on shelves; repetitive motion and fingering when using a computer keyboard; talking and hearing when dealing with customers; and observation of transit projects and operations during field work.

Additional perks and benefits that accompany full-time employment with DCTA:

- Telecommuting options available, up to three days a month, after successful completion of your six-month probationary period and if suitable for your position.
- Flexible office hours are permitted, given a regular 8-hour workday that brackets the agency's core hours from 9:00am – 4:00pm (i.e. 7:30 am to 4:30pm, or 9:00am to 6:00pm). These flex hours are coordinated with your supervisor.
- One 8-hour paid day off for your birthday.
- Employee portions of Medical and Dental benefits are 100% paid by the employer.
- If you have utilized a Proportionate Retirement Program in the past, the service time transfers to DCTA's retirement system, TCDRS. The following systems apply:
 - Texas Municipal Retirement System (TMRS)
 - Employees Retirement System (ERS)
 - Judicial Retirement System of Texas (JRS)
 - Teacher Retirement System of Texas (TRS)
 - City of Austin Employees Retirement System (COAERS)
- Expanding time-off accruals: 12 days of vacation time accrued for the first year, increasing by one day each year, with a max of 17 days annually. Additionally, employees earn 12 days of sick time each year, 1 personal day, 2 floating holidays, 1 birthday, 8 fixed holidays, and the ability to earn two additional days off through the Wellness Program.
- DCTA strives to continually improve our Servant Leadership culture. We pride ourselves in having an open, caring, and communicative community of employees, with the drive to help build each other up.
- Flexible dress code: business casual, allowing jeans every day (unless otherwise specified for external/special meetings, events, etc.).
- Extensive Wellness Program, including several opportunities to volunteer with the agency, sporadic lunch and learn events, chair massages, the potential to earn two extra days off each year, and continual efforts to improve wellness throughout the agency.