

Multimodal Transportation Planner I, II, or III

The Alamo Area Metropolitan Planning Organization (AAMPO) seeks a beginner or experienced MULTIMODAL TRANSPORTATION PLANNER I, II, or III to support or lead our multimodal transportation planning program areas. Specifically, the ideal candidate will have experience in one or more of the following essential areas:

- Active Transportation Planning
- Performance-based planning and programming
- Public Transit Planning
- Sustainable Transportation

This non-supervisory position requires strong project management and leadership skills in advising on regional multimodal transportation issues to policymakers.

We offer a comprehensive benefits package, including medical benefits, retirement, flexible work schedules, and tuition reimbursement.

To apply, please send a cover letter focusing on your skills and experience in one or more of the essential areas listed above and a resume of previous experience and salary history to aampo@alamoareampo.org or mail to:

Alamo Area Metropolitan Planning Organization
Office Manager/HR Generalist
825 South Saint Mary's Street
San Antonio, TX 78205

Resumes will be accepted until the position is filled. This position is not covered under Civil Service. AAMPO is an Equal Opportunity Employer.

SEE THE NEXT PAGE FOR A DETAILED JOB DESCRIPTION

Job Title: Multimodal Transportation Planner I, II, or III
Position Number: 300-016-18
EEOC Category: Professionals
FLSA: Exempt
Salary Range: Planner I: \$3,787 - \$5,024/month (DOE)
Planner II: \$5,101 - \$6,338/month (DOE)
Planner III: \$6,415 - \$7,729/month (DOE)

Position Summary

Under the general supervision of the Transportation Planning Program Manager (TPPM), the Multimodal Transportation Planner is responsible for bicycle, pedestrian, transit, microtransit, Complete Streets, transportation demand management (TDM), and emerging transportation technologies planning projects, programs, improvements, and services for the Alamo Area Metropolitan Planning Organization (AAMPO) Study Area. The position holder's responsibility will be establishing and maintaining vision, leadership, facilitation, coordination, and consultation with key stakeholders to address policy, systems, strategies, and projects that improve and expand opportunities for safe and efficient multimodal transportation. This position involves assisting with other planning activities, such as researching transportation planning issues, best practices, and public outreach.

Essential Job Functions

Note: A [Multimodal Transportation Planner \(MMTP-I\)](#) performs the essential job functions by receiving regular guidance and training from the TPPM or others and contributes to small or function-specific projects. An [MMTP-II](#) performs essential job functions with little to no supervision; and leads efforts on behalf of AAMPO. Like the MMTP-II, an [MMTP-III](#) owns the position's workstream; but also strategizes with management across multiple functions within the organization to identify organizational direction and workstreams.

The essential job functions include, but are not limited to:

- Serving as AAMPO's subject and technical matter resource on multimodal transportation while leveraging and increasing its internal and external knowledge base, including staying current on new developments and trends
- Conducting planning studies and preparing planning deliverables for multimodal transportation systems; active transportation networks, trails, and paths; transit networks, facilities and corridors; sustainable transportation/traffic development; emerging mobility and innovative technology
- Acting as a liaison with federal, state, local, and other agencies that deal with Complete Streets planning, projects, and programs that ensure the safe and adequate accommodation of all users (e.g., children, older individuals, individuals with disabilities, motorists, and freight vehicles). Tasks include, but are not limited to:
 - Developing and managing AAMPO's Complete Streets program, policies, standards, goals, objectives, and their coordinated incorporation into AAMPO's planning documents (e.g., Unified Planning Work Program (UPWP), Metropolitan Transportation Plan (MTP), and Transportation

Improvement Program (TIP)) in collaboration with the Active Transportation Advisory Committee (ATAC) and other committees and agencies

- Developing AAMPO's regional Complete Streets project selection process and its identification of a list of Complete Streets projects to improve the safety, mobility, or accessibility of a street
- Championing Complete Street design standards through education and technical assistance to the Texas Department of Transportation and local governments to incorporate design elements that accommodate all users
- Developing and monitoring performance measures for Complete Streets
- Inventorying and assisting in the mapping of AAMPO bicycle and pedestrian facilities. Developing non-motorized improvement plans and other programs to increase the ease and safety of walking and biking in AAMPO's Study Area.
- Analyzing reports, studies, and related information and making recommendations for improving mobility, accessibility, safety, and comfort of people using multimodal transportation modes
- Supporting the Commute Solutions Planner in managing TDM projects to increase Non-Single Occupancy Vehicle mode
- Contributing to processes where comments and suggestions can be received and included in the planning and public involvement processes involving multimodal transportation users
- Maintaining and updating long and short-range plans to address and improve mobility and accessibility for people using multimodal transportation in AAMPO's Study Area
- Managing the administration and coordination of the Active Transportation Advisory Committee, including developing reports, detailing statistics and trends related to non-motorized crashes, especially those involving fatalities or serious injuries
- Serving as the primary AAMPO liaison for long and short-range transit planning, including project coordination with VIA Metropolitan Transit and other regional transit and microtransit providers
- Assisting staff in coordinating and programming transit projects in the Transportation Improvement Program, Metropolitan Transportation Plan, Congestion Management Process (CMP), and other planning documents, including meeting multimodal data needs for CMP implementation and maintenance
- Collaborating with AAMPO's staff and its committees, partner agencies, and community organizations on various plans, programs, and initiatives to promote the use of multimodal transportation in AAMPO's Study Area, including, but not limited to, reducing related fatalities and serious injuries in support of the City of San Antonio's Vision Zero Initiative and the Texas Department of Transportation's "The Road to Zero" goal

- Managing AAMPO's outreach activities related to multimodal transportation, including managing or training staff on the Walkable Community Program, Street Skills Program, and Walk & Roll Rally, while encouraging comments and suggestions in related planning processes and gathering project ideas
- Developing and delivering effective presentations on multimodal transportation planning and safety, including identifying audiences for workshops, conferences, meetings, and schools, while encouraging comments and suggestions in related planning processes and gathering project ideas
- Representing AAMPO on various committees, task forces, and coalitions and establishing or maintaining effective relationships with partner agencies to advance multimodal considerations within the transportation planning process
- Identifying, updating, maintaining, and analyzing multimodal data needs and performance measures, including, but not limited to, maintaining an up-to-date bicycle, pedestrian, and transit infrastructure, performance, and plan data
- Providing excellent customer service to citizens, neighborhood groups, the business community, appointed and elected officials, partner agency staff, etc.
- Working with AAMPO's planning and public involvement staff to develop and disseminate appropriate public outreach materials at various community events
- Working with staff to develop, support, and implement a robust public involvement process for AAMPO's plans, programs, and activities, including responding to non-routine requests for information
- Leading the Transportation Alternatives Set-Aside (TASA) Program component on AAMPO calls for projects, including technically scoring and prioritizing proposed multimodal transportation projects, including, but not limited to, leading ATAC working groups in the development of scoring and prioritizing processes
- Support other AAMPO planning activities

NON-ESSENTIAL JOB FUNCTIONS

Non-essential job functions may include but are not limited to performing other duties as assigned

Required Knowledge, Skills, and Abilities

- Knowledge of local, regional, state, and federal transportation planning requirements and guidelines and current social, legal, political, and economic trends applicable to transportation planning, including regional multimodal transportation planning, sufficient to evaluate and interpret impact and incorporate them into assigned planning activities and technical assistance
- Knowledge of the responsibilities and processes of metropolitan planning organizations

- Knowledge of the multimodal transportation environment in AAMPO's Study Area, including on-street and off-street facilities
- Knowledge of public outreach and involvement principles, techniques, and methods
- Knowledge, understanding, and use of multimodal transportation design standards, principles, and best practices
- Knowledge of quantitative methods, ArcGIS, travel demand modeling, or similar software and the ability to use these tools
- Knowledge and understanding of the integral relationship between transportation, land use, public health, environmental sustainability, equity, and economic development
- Knowledge, understanding, and use of transportation analyses sufficient to make reasonable data, modeling, and mapping requests
- Knowledge of research and statistical analysis principles, techniques, and methods sufficient to formulate study design and methodology
- Knowledge of grant procurement sufficient to write proposals to expand funds
- Skill in applying principles of logical and system thinking to a wide range of intellectual and practical problems in making informed professional recommendations while maintaining a results-oriented focus
- Skill in effectively synthesizing and presenting complex technical material in non-technical, concise terms to a variety of audiences, including children, verbally and in writing
- Skill in developing captivating, engaging materials, such as reports, presentations, infographics, etc.
- Skill in facilitating meetings, workshops, and other group tasks and activities among people with differing opinions
- Skill in organizational and program development and management, problem solving, and team leadership
- Skill in using office software sufficient to develop and maintain word processing, statistical spreadsheet, relational databases, and presentation documents (AAMPO uses Microsoft Office Suite.)
- Skill in establishing and maintaining effective working relationships with staff, technical committees, policy board, partner agencies, public officials, and the public, including children
- Skill in negotiating effectively with others to find mutually acceptable solutions
- Skill in paying attention to detail and application of quality-assurance procedures to all products and activities
- Skill in riding a bicycle safely and willingness to model cycling as a viable transportation alternative to driving alone
- Ability to operate a motor vehicle safely

- Ability to adapt to changes in the work environment, address competing demands, prioritize multiple tasks, complete tasks on time, and respond promptly to requests for service and assistance
- Ability to understand and use principles and methods for curriculum and training design, teaching individuals and groups of all age groups, and the measurement of training effects sufficient to conduct effective classes or presentations in multimodal transportation safety and planning
- Ability to develop, review and evaluate technical reports and planning documents
- Ability to develop innovative approaches and ideas, think creatively, and persuade others
- Ability to show respect and sensitivity for the diversity of thought, education, and cultural makeup of staff and community
- Ability to take the initiative for self-development and to expand skill levels
- Ability to work collaboratively and independently with minimal direct supervision and be able to meet assignment deadlines
- Ability to learn, understand, and use AAMPO's organizational structure, policies, and programs effectively

Required Qualifications

- Bachelor's degree in urban planning, engineering, public administration, education, or a related field
- Prefer three years of related work experience in transportation planning and at least one year of experience in multimodal transportation-related issues either through employment experience or in volunteer/non-profit capacity OR any combination of education and experience that provides the applicant with the desired skills, knowledge, and ability required to perform the job
- Excellent written and oral presentation skills, including the ability to effectively communicate to a variety of audiences, including elected officials, technical staff, and the public
- Possession of a valid Texas Motor Vehicle Operator's License, proper vehicle liability insurance, and a reliable vehicle

Work Conditions

The following are essential physical demands of the position: (1) mobility to work in a typical office setting (e.g., standing or sitting for prolonged periods) with occasional stooping, bending, pulling, reaching, kneeling, or squatting; (2) using standard office equipment (e.g., copier, computer, and printer) requiring repetitive hand movement, constant use of vision for reading and close-up work, exposure to computer screens, occasional color and depth vision, and fine coordination including use of a computer keyboard; (3) driving a motor vehicle to attend meetings outside AAMPO's office; (4)

reading printed materials and a computer screen; and (5) hearing and talking to communicate in person, over the telephone, or in a virtual environment.

In addition, the incumbent needs to be able to move documents and other items weighing up to 25 pounds from one location to another and may be exposed to various unpleasant field conditions, including wet, rainy, cold, or hot weather, while performing the job functions.

The position requires the holder to have the strength, dexterity, and mobility to ride a multi-gear bicycle. In addition, fieldwork to evaluate the multimodal transportation facility needs of AAMPO's Study Area is required, including traversing uneven terrain. Fieldwork will entail walking, cycling, and some climbing while carrying equipment.

Traveling independently to meetings and training events inside and outside AAMPO's Study Area and attending evening and weekend meetings/functions as needed.

Must be able to represent AAMPO and make presentations in meetings with local officials, transportation agencies, or other organizations.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

This position description does not constitute an employment agreement between AAMPO and the employee. It is subject to change as the needs of AAMPO and the requirements of the position change. In addition, the above statements are intended to summarize the nature and level of work and typical responsibilities and duties performed by the employee in this job. They are not intended to be an exhaustive list of responsibilities, duties, knowledge, skills, or abilities required of the position.

This position's various responsibilities or assignments may be unevenly balanced and changed from time to time based upon matters such as, but not limited to, variations in staff, work demands, service levels, and management's decision on allocating department resources best. Any variations, emphasis, or rebalancing of duties, responsibilities, or assignments does not constitute a change in the job classification.

Supervisor's Signature

Date

ACKNOWLEDGMENT

I have received a copy of the Multimodal Transportation Planner job description and understand its contents.

Employee's Signature

Date