The Alamo Area Metropolitan Planning Organization (AAMPO) is looking for an experienced REGIONAL TRANSPORTATION PLANNER to lead the organization in air quality planning, freight, congestion management, and Transportation Improvement Program development and maintenance.

A Bachelor’s degree in urban planning, environmental studies, or a related field with at least 3 years experience in transportation planning is desired.

This position requires an individual with interest and strong technical and strategic aptitude in regional transportation planning principles and techniques with the ability to use modern communication methods to summarize and convey technical results.

We offer a comprehensive benefits package including medical benefits, vacation, sick, and discretionary leave benefits, retirement, and tuition reimbursement. Flexible work schedule options are available.

This position is federally funded through the U.S. and Texas Department of Transportation; however, it is not covered under Civil Service. The AAMPO is an Equal Opportunity Employer.

To apply please send cover letter focusing on the essential functions of the position and a résumé of previous experience to:

Alamo Area Metropolitan Planning Organization  
Attention: Human Resources  
825 South Saint Mary’s Street  
San Antonio, TX 78205

Résumés will be accepted until position is filled.

Applicant information will be reviewed on January 5, 2020.

Next deadline will be announced, if necessary.

Join us in becoming the premier Metropolitan Planning Organization in the United States.

JOB DESCRIPTION ON NEXT PAGE(S)
Job Title: Regional Transportation Planner
EEOC Category: Professionals
FLSA: Exempt
Salary Range: $4,478 - $6,717/month (DOE)

Position Summary
Under the general guidance of the Transportation Planning Program Manager, the Regional Transportation Planner (RTP) leads the Alamo Area Metropolitan Planning Organization (AAMPO) in a range of federal, state, regional, and local environmental and transportation programs, activities, projects, and studies; including, but not limited to, air quality, freight, congestion management, and the Transportation Improvement Program (TIP). This non-supervisory position requires strong project management and leadership skills in providing recommendations to policy makers on regional and environmental transportation issues and managing related consultant contracts and programs.

Essential Job Functions
• Maintaining current planning, legislative, and regulatory knowledge in transportation developments, including, but not limited to, Congestion Management Process (CMP), performance measures, freight planning, and air quality
• Coordinating with staff and representatives of transportation agencies, local stakeholders, and federal and state officials, leads the development, maintenance, and implementation of the Transportation Improvement Program, including but not limited to:
  • maintaining current records and providing updates of TIP projects, including identifying problems associated with projects, especially those that cause schedule delays or cost overruns
  • creating and maintaining Microsoft (MS) Access database tables, queries, forms, reports, and macros
  • supporting database performance by evaluating, resolving, processing, and programming problems
  • designing database management tools and answering user questions
  • entering data and maintaining database quality and integrity of the data
  • managing the exporting and importing of data across database systems
  • preparing documentation for all database procedures and guidelines
  • preparing database project status reports and special and annual reports, including the development of the TIP document
  • preparing documents for submission to the Texas Department of Transportation (TxDOT)
• ensuring TIP and Metropolitan Transportation Plan (MTP) project list consistency with travel demand model for transportation conformity
• updating the TIP database with project changes
• performing quality control checks on database inputs
• responding to TIP inquiries as directed by supervisor or deputy director
• performing analyses on project listings
• completing external TIP-related tasks and meeting respective deadlines
• Preparing, updating, coordinating, and facilitating air quality and TIP related documents and meetings including, but not limited to, “transportation conformity” and related analyses
• Leading the region’s multi-agency CMP work group in implementing the adopted CMP (e.g., using data sources in evaluating corridors)
• Assembling, analyzing, and monitoring freight data to integrate into the AAMPO’s transportation planning process
• Serving as the AAMPO’s primary liaison with various federal, state, local, and regional entities involved with freight
• Serving as the AAMPO’s primary liaison with various federal, state, local, and regional entities involved with transportation performance management
• Assembling, monitoring, and evaluating performance measurement data and communicating results to stakeholders
• Preparing clear visual displays that include maps, graphs, and charts
• Drafting articles, technical reports, Memoranda of Understanding, and correspondence relating to environmental issues, projects, and programs in compliance with federal, state, and local laws and regulations
• Participating in the AAMPO’s public involvement process, including but not limited to, assisting with public notification of environmental actions and meetings; maintaining current information for the AAMPO website; the coordination of environmental webinars; and arranging bilingual or translation resources as related to topics under the purview of this position
• Managing both routine and non-routine problems that may require in-depth discussion in order to gain concurrence or to resolve problems

Secondary Job Functions
• Seeking related program grants and ensuring compliance with applicable regulations
• Leading the procurement and management of environmental transportation related contracts
• Conducting research, compiling data and performing analyses on a variety of environmental matters as related to land use, economic development, environmental impact, and community involvement

• Performing other related duties as assigned, including but not limited to, managing other related projects or responding to non-routine requests for information from public agencies and the general public

Required Knowledge, Skills, and Abilities

• Knowledge of modern principles and practices of environmental transportation planning, land use, performance measures, TIP and STIP procedures, environmental practices, freight movement, congestion management and related transportation analysis

• Knowledge of federal, state, and local environmental policies, laws and regulations impacting metropolitan planning organization functions

• Knowledge of methods and techniques of evaluation of environmental impacts

• Knowledge of statistical analysis tools and federal, state, and local data including, but not limited to, those published by the US Census Bureau, EPA, Texas Commission on Environmental Quality (TCEQ), and U.S. Geological Survey (USGS)

• Knowledge of travel demand modeling

• Knowledge of research methods and ability to analyze various factors in regional environmental planning

• Skilled in analytical and critical reasoning skills and in strategic planning

• Skilled in MS Excel and understanding of how to efficiently manipulate tables, charts, graphs, pivot tables, and functions

• Skilled in MS Access and understanding of how to create, maintain, and manipulate databases, tables, queries, forms, reports, and macros

• Skilled in the use of MS Word and MS PowerPoint

• Ability to apply effective writing and presentation skills demonstrating the proficiency to synthesize and present complex technical material in non-technical terms to a variety of audiences

• Ability to speak in a public forum providing information and answering questions

• Ability to establish and maintain effective working relationships with staff, technical committees, policy board, partner agencies, public officials and the general public as encountered in the course of work

• Ability to collect, research, analyze and input data and make informed professional recommendations

• Ability to prioritize multiple tasks and complete tasks on time

• Ability to share expertise with others
• Ability to respond to requests for service and assistance
• Ability to adapt to changes in work environment and deal with competing demands, delays or unexpected situations
• Ability to undertake self-development activities including looking for and taking advantage of opportunities
• Ability to develop innovative approaches and ideas
• Ability to apply principles of logical and system thinking to a wide range of intellectual and practical problems independently and collaboratively
• Ability to pay attention to detail while maintaining a results-oriented focus

Preferred Knowledge, Skills, and Abilities
• Knowledge of the use and application of EPA's MOtor Vehicle Emissions Simulator (MOVES) model
• Knowledge of Environmental Systems Research Institute (ESRI) Geographic Information Systems (GIS) practices and software

Required Qualifications
• Bachelor's degree in urban planning, environmental studies/science, natural resource management, or a related field OR any combination of education and experience that provides the incumbent with the desired knowledge, skills, and abilities required to perform the job
• Skilled in utilizing Microsoft Office Suite
• At least 3-5 years of increasingly responsible experience in transportation planning
• Experience in handling public involvement and agency coordination interface with stakeholders, professionals, and general public
• Possession of a valid Motor Vehicle Operator's License, proper insurance, and reliable vehicle

Preferred Qualifications
• Master's degree in urban planning, environmental studies/science, natural resource management, or a related field
• Demonstrated experience in the development and maintenance of a Transportation Improvement Program
• Three to five years of increasingly responsible experience in environmental or air quality transportation planning

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), (2) using standard
office equipment requiring repetitive hand movement, vision and fine coordination including use of a computer keyboard, (3) driving a motor vehicle to attend meetings outside the AAMPO office, (4) reading printed materials and a computer screen, and (5) hearing and talking to communicate in person or over the telephone. In addition, the incumbent needs to have the ability to move reports/items weighing up to 25 pounds from one location to another and may be exposed to a variety of unpleasant field conditions, including wet, rainy, cold or hot weather while performing job functions. Traveling to meetings both inside and outside the AAMPO study area and attending evening and weekend meetings/functions should be expected on an as needed basis.

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 the employer and the employee, and is subject to change as the needs of the employer and requirements of the position change.