

## **JOB SUMMARY**

PVPC is seeking a motivated planner to join its Transportation and Transit Planning Section. This person will assist in regional transportation planning for our 43-town service area with a focus on transit planning for the Pioneer Valley Transit Authority (PVTA). The ideal candidate will have strong quantitative and analytical skills, be a good writer, speak well, produce persuasive graphics, work independently and be enthusiastic about transportation. We are looking for a versatile planner with solid skills to grow in this position and eventually handle many different duties.

## **EXAMPLE JOB DUTIES AND RESPONSIBILITIES:**

- Work closely with PVTA staff and contractors to plan bus and van service, including researching regional and customer demographics, national best practices and federal and state rules and regulations, compiling and assessing performance measures, and evaluating systemwide impacts.
- Monitor the operational performance of PVTA system; maintain and analyze data and statistics; report and present findings.
- Plan and carry out surveys; tabulate and analyze data; and report findings.
- Meet with stakeholders, neighborhood groups, and transit riders to better understand their mobility needs and concerns.
- Support public participation, including setting up and staffing community meetings, producing notices and customer information, summarizing public input, and formulating responsive service recommendations.

## **DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge and experience with computer technology, Microsoft Office Suite, and web-based planning resources.
- Knowledge and experience with writing.
- Experience with the principles and practices of transportation planning or a related field.
- Ability to use GIS for maps, graphics, analysis, and public outreach.
- Aptitude with, or knowledge of, InDesign, Illustrator, SketchUp, and/or similar software.
- Ability to analyze, interpret, and evaluate complex problems with creative thinking.
- Value working collaboratively.
- Have the ability and disposition to adapt as priorities and deadline changes.
- Have an interest in MPO activities and a general understanding of how local governments work.