



Transit Planning Specialist

Summary of Position:

This position is responsible for studying, analyzing and evaluating the performance of current and proposed transit services, analyzes system performance and develops recommendations for improvements by modifying services, and/or methodologies that increase service efficiencies, productivity and ridership.

Salary: \$45,000 - \$50,000

Job Type: Full-time

Essential Duties and Responsibilities:

1. Contributes planning expertise to the development and implementation of projects, identifies and recommends action on planning and project risks and opportunities.
2. Prepares, analyzes and plans programs that address all aspects (physical, economic, geographic, etc.) of the community's public transportation needs.
3. Interprets Geographic Information System (GIS) data to analyze, evaluate and plan services.
4. Demonstrates familiarity and knowledge of transit planning concepts, to include, transit operation and route planning, and data analysis.
5. Plans new routes, alterations to routes and route eliminations. Estimates cost or savings from proposed service changes.
6. Measures and evaluates route performance to assure conformance with adopted standards; develops creative solutions for any services not achieving desired standards.
7. Researches and compiles data for inclusion in planning studies and reports.
8. Develops opportunities for ridership enhancement through new and improved fixed routes, paratransit, on-demand, and other modes of travel.
9. Designs transportation surveys to identify areas of public concern.
10. Conducts field surveys of transit patrons and potential riders to gather supportive information for completion of special projects.
11. Makes oral presentations to coworkers, colleagues, and/or various committees.

12. Assists with public hearings concerning the consideration and implementation of new or revised transportation services, the deletion of existing services and other service changes.
13. Works with Marketing and Communications to ensure the accurate dissemination of information to the general public.
14. Works with the Operations Department to maintain and develop scheduling timetables to incorporate with and update the General Transit Feed Specification (GTFS).
15. Assists with compiling data for monthly and annual NTD reports.
16. Maintains Citibus' Title VI and Disadvantaged Business Enterprise (DBE) plan and serves as the DBE Liaison Officer.
17. Makes recommendations to management to improve operations, decrease inefficiencies and streamline work processes; work cooperatively with all customers, internal and external.
18. Participates in company community activities to promote transit.
19. Perform other responsibilities, as assigned.

Qualifications, Education, and/or Experience Requirements:

Completion of a Bachelor's degree in Transportation Planning, Urban Planning, City and Regional Planning, Architecture, Geography or closely related field.

Benefits:

Citibus has an attractive benefits package, which includes medical, dental and vision insurance, short-term disability, 401(k) plan participation, and paid time off.

Successful applicant must pass a non-DOT drug screen and physical.

Citibus is an AA/Equal Opportunity/Disability/Veteran Employer.