



Planning Programmer Job Posting

Would you like to play a critical role in building the future of public transportation in one of the fastest growing cities in the country? Would you like to help Valley Regional Transit develop and fund service and capital projects that will keep the Treasure Valley moving?

Check out the Planning Programmer position below:

Valley Regional Transit is looking for someone who will develop and maintain five year service and 10 year capital improvement plans. We need someone who will help develop projects and budget requests of financial stakeholders.

The ideal candidate will possess a minimum of bachelor degree in planning, finance or a related field and 2 years of experience in project budgeting and programming or an equivalent combination of experience and training. We prefer someone who is certified with the American Institute of Certified Planners (AICP).

Valley Regional Transit (VRT) is the regional public transportation authority for Ada and Canyon counties in southwest Idaho. Its main responsibilities are to coordinate transit services in the two-county area and develop and implement a regional public transportation system.

VRT owns the public bus system that provides service in Boise/Garden City, and contracts with a private firm to manage its operations. In addition, VRT contracts for transit services in Nampa/Caldwell and between Ada and Canyon Counties.

To apply for this position, please send your resume and cover sheet to jobs@weaver-solutions.com

Want more information? Read on:

RESPONSIBILITIES:

- Facilitates project prioritization and programming of all revenues for near-term and five-year service and ten-year capital work plans including.
- Facilitates the adaptation of service and capital projects from long range strategic plans to five and ten-year service and capital work plans.
- Works with project managers and finance staff to track progress of projects and impacts on five year service and ten-year capital improvement plans
- Coordinates the development of cost estimates for service and capital projects at the planning level for use in long-range planning.
- Participates in the annual and predictive operations and capital budgets
- Identifies financial risks of projects in the service and capital work plans.
- Continuously updates, maintains and improves five-year service and ten-year capital improvement plans;

- Establishes and maintains cooperative working relationships with others;
- Supports competitive grant applications by connecting projects to local regional plans and identifying potential local funding sources/opportunities;
- Supports yearly grant applications for Surface Transportation Program and other formula funding of which VRT is not a direct recipient, e.g. 5339 Small Urban, Transportation Alternative Program etc.;
- Supports Transit Asset Management (TAM) analysis on a yearly basis
- Liaison to regional organizations and local governments to support revenue programming and budgeting functions in the organization;
- Interacts with and presents information to stakeholders;
- Responds to general public inquiries;
- Analyzes project scheduling and budget impacts;
- Maintains a professional and courteous demeanor at all times;
- Provides timely, respectful and thorough customer service to internal and external customers.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor degree in civil engineering, transportation planning, public administration or a related field;
- 2+ year's relevant experience or an equivalent combination of experience and training;
- American Institute of Certified Planners (AICP) certificate is preferred.
- Knowledgeable of Federal and State regulations as related to transportation planning;
- Knowledgeable in long and short range transportation planning;
- Understanding of Federal, State and local government structures;
- Understanding of planning, budgeting, project management/scheduling;
- Understanding of transit planning principles and practices;
- Skilled in technical writing methods;
- Knowledgeable in Land use planning;
- Understanding of local and regional plans.
- Ability to present technical information in a public group format;
- Ability to communicate effectively orally and in writing;
- Ability to operate a computer and related engineering and business software;
- Ability to analyze and compile technical and statistical information;
- Ability to facilitate different interest groups and provide conflict resolution;
- Possession of a valid Idaho driver's license.

Salary: Begins at \$54,092 annually with consideration given for experience.

Benefits: Health, Dental, and Vision Insurance. Holiday pay, sick and vacation leave. Disability and PERSI retirement plan.

Position is open until filled.

Valley Regional Transit is an equal opportunity employer.