



## Principal Planner Position Opening

*Do you want to lead transit planning activities for a regional transit authority in a vibrant, growing community? Do you value collaboration, creativity, sustainability, and public service? Do you want to use your transportation and urban planning knowledge to be a part of something big?*

Valley Regional Transit seeks an experienced, innovative Principal Planner with a proven track record managing complex projects. Reporting to the Chief Development Officer (CDO), the Principal Planner supervises planning staff, is responsible for delivering priority projects identified in the VRT's Transportation Development Plan (TDP) and helps identify and scope out future projects. The principal planner also ensures VRT's planning activities are coordinated with planning activities of local jurisdictions, state and regional transportation agencies, and other public transportation providers.

### The ideal candidate is:

- An excellent leader and project manager with specific experience in transportation planning and development.
- An excellent communicator, with the ability to engage and collaborate with stakeholders, government entities and officials, and the community at large.
- An experienced supervisor in public transportation or a related industry.
- An excellent presenter with the ability to communicate complex and technical information in a variety of forums and to a variety of audiences.
- Passionate about mobility, and sustainable public transportation.

### Responsibilities:

- Identify and prepare initial scope and costs estimates for service projects through use of regional and local plans
- Identify and coordinate development and or timing of capital projects associated with service projects by collaborating with the Capital Projects Manager
- Oversee detailed transit planning and consultant contracts and represent VRT in various capacities
- Manage the delivery of transit service projects, including fixed route and specialized services, working across departments and agencies to keep projects on time, within scope and within budget
- Develop the skills of the planning team
- Monitors and ensures compliance with local, state, and federal laws including Title VI
- Supports specialized planning functions such technical support for grant applications, environmental studies, data analysis
- Advises the CDO on all planning-related matters
- Assigns work to professional staff, ensuring adequate training and resources to effectively accomplish assignments
- Prepares reports, presents, and advises various councils, boards, and commissions in planning-related issues
- Prepares reports on department activities, recommending improvements and modifications
- Handles sensitive personnel matters

- Participates in budget preparation and administration; monitors, and controls expenditures
- Represents VRT in public meetings including meetings held in evenings and on weekends
- Provides timely, respectful, and thorough customer service to internal and external customers
- Maintains a professional and courteous demeanor at all times
- Dependable and a self-starter
- Other duties as assigned

**Minimum Qualifications:**

- Bachelor's or master's degree in a related field (i.e. community or transportation planning); or equivalent experience
- Minimum 5 years of experience managing complex projects preferably in transportation planning
- Minimum of 3 years' experience supervising high level staff
- Thorough knowledge of urban and transportation planning and development and government policies and procedures
- Thorough knowledge of urban planning and development, transportation, and environmental planning
- Knowledge of local government policies, practices, and procedures
- Knowledge and experience in research methods and statistical principles related to urban growth and transportation planning
- Knowledge of methods and techniques of effective technical report preparation and presentation
- Working knowledge of pertinent federal, state, and local laws, codes and regulations including recent changes
- Understanding and experience in principles and practices of supervision, training, and personnel management
- Experience working with board of directors preferred
- Exceptional interpersonal and communication skills
- Experience with budgeting procedures and techniques

**Starting Salary Range:**

- \$64,500-\$82,200, with consideration given for experience.

**Location:**

- Meridian, Idaho, with flexible/hybrid remote work options

**Excellent benefits package includes:**

- Health, dental, and vision insurance
- Holiday pay, sick, and vacation leave
- State retirement plan (PERSI): pension and optional 401(k) (see <https://www.persi.idaho.gov/> for more information!)

**Employment Type:**

- Full-time

To apply, please send resume and cover letter to [VRTjobs@thompsonconsulting.com](mailto:VRTjobs@thompsonconsulting.com).

*Valley Regional Transit is an equal opportunity employer.*