



Job Opening: Transportation Planner

Location: Albany, NY

Position: Full-time (Hybrid)

FLSA Status: Exempt

Salary: \$63,000 to \$74,000

Application Deadline: Open until filled.

Description

The Capital Region Transportation Council (Transportation Council) is the Metropolitan Planning Organization (MPO) for New York's Capital Region based in Albany, New York. The Transportation Council works with Federal, State, regional, and local government partners to plan for and implement a safe, resilient, and modern transportation system. Our work informs multi-million dollar transportation investment decisions and supports the implementation of *In Motion: The Plan to 2050*, the region's Metropolitan Transportation Plan.

We are seeking a Transportation Planner to support our planning programs in the areas of transportation and land use, housing, environment, public participation, technical assistance, and other program areas as assigned. The Transportation Planner will be supervised by the Executive Director and the Director of Regional Planning.

Ideal candidates have excellent writing and communication skills, are self-starters, are passionate about planning for a multi-modal regional transportation system and are capable of managing multiple tasks concurrently with a minimal amount of supervision.

Job Responsibilities

- Support the administration of consultants for our Community Planning/Linkage Program, which provides funding and program support for local governments to prepare community-based transportation and land use plans.
- Assist with the management of consultant led planning activities including the development of Requests for Proposals or Requests for Expressions of Interest, the review of planning study proposals, and the review of planning products.
- Provide planning and administrative support to our environmental and Capital District Clean Communities planning initiatives.
- Support our public participation program by developing newsletter content, social media content, website content, and attending community events promoting regional transportation planning initiatives.

- Prepare publicly accessible summaries of highly technical transportation planning data and analysis products.
- Prepare public participation assessments and identify and implement new public participation tools and programs.
- Conduct research and provide technical support for housing planning and the planning connection between land use and transportation.
- Assist in the development and implementation of major Transportation Council products including the Metropolitan (or regional) Transportation Plan, Transportation Improvement Program, and Unified Planning Work Program.
- Prepare and review technical assistance reports or memos including text, tables, and graphs.
- Provide technical information and planning assistance to member municipalities regarding land use and transportation planning.
- Represent the Transportation Council at public meetings, project meetings, and other events.

Skills and Experience

- Strong understanding of the principles, practices, and techniques of transportation and land use planning, particularly in regional contexts.
- Familiarity with traffic data analysis concepts.
- Strong research, writing, communication, and presentation skills.
- Ability to synthesize technical information and present it in a useable way to the non-planner.
- Familiarity with virtual and in-person public engagement techniques.
- Strong organizational and time management skills.
- Ability to manage multiple tasks simultaneously.
- Ability to establish and maintain effective working relationships with internal and external stakeholders.
- Proficiency with Microsoft Office 365.
- Familiarity with Wordpress website content management system preferred.
- Familiarity with Adobe InDesign.

Minimum Qualifications

- Master's degree in transportation planning, urban and regional planning, civil or transportation engineering, landscape architecture, public administration, communications, or a closely related degree field, with internship experience in a professional planning setting; OR
- Bachelor's degree in transportation planning, urban and regional planning, civil or transportation engineering, landscape architecture, public administration, communications, or in a closely related degree field, with two (2) years of professional planning experience; OR

- An equivalent combination of training and experience as defined above.

Benefits Information

We offer a comprehensive benefits plan, which includes:

- Paid time off including vacation and sick leave
- Five (5) days of personal leave per year
- Twelve (12) paid holidays (including three float days) per year
- Choice between two health insurance plans under NYSHIP (New York State Health Insurance Program)
- Dental insurance
- Vision care insurance or reimbursement
- Flexible Spending Account
- Membership in the New York State and Local Retirement System
- Access to the New York State Deferred Compensation Plan
- Tuition reimbursement
- Training and professional development opportunities
- Limited work from home under the Transportation Council's Telecommuting Program. Eligibility applies after successful completion of provisional employment period (minimum of three months).

How to Apply

Interested candidates should submit a letter of interest, resume, and three (3) professional references to:

Sandra Misiewicz, AICP
Executive Director
Capital Region Transportation Council
1 Park Place, Suite 101, Albany, New York 12205
or email info@capitalmpo.org

If you are unable to submit your application because of incompatible assistive technology or a disability, please contact us and we will reasonably accommodate qualified individuals with disabilities to the extent required by applicable law.

All applicants should be eligible to work in the United States, without visa sponsorship.

Applicants invited to interview will be asked to provide a writing sample.

The Transportation Council is an equal employment opportunity employer. All qualified applicants for employment will be considered without regard to an individual's race, color, sex,

gender identity, gender expression, religion, age, national origin or ancestry, citizenship, physical or mental disability, medical condition, family care status, marital status, domestic partner status, sexual orientation, genetic information, military or veteran status, or any other characteristics protected by federal, state or local laws.