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moore-associates.net

Position Description: Experienced Transit Planner

Company Description:

Moore & Associates, Inc. is a transportation consulting firm located in Valencia, California. We work with public transit providers to make a difference in the communities they serve through comprehensive transit planning, marketing, public relations, market research, and performance evaluation.

The candidate we are seeking:

The primary focus of this position is development and implementation of transit planning projects on behalf of the firm's public sector clientele. Key projects include Short Range Transit Plans, Transit Development Plans, Long Range Transit/Transportation Plans, Triennial Performance Audits, and Comprehensive Operational Analyses. Optimal candidate will have significant direct experience with these types of projects. Other potential work assignments include peer reviews, schedule-building, capital and financial planning, market research data analysis, and fare analysis.

Work requires applying wide range of technical and professional transit planning knowledge to new and recurring work activities. This position also supervises and mentors other staff within the firm's transit planning group.

Knowledge and Skills:

- Knowledge of principles and practices of planning, research, and data collection
- Knowledge of public transit operations
- Familiarity with standard statistical procedures, including use of IBM SPSS Statistics
- Understanding of pertinent federal and state laws, guidance, and regulations specific to public transportation; specific knowledge of California and Arizona environments preferred
- Analytical and mathematical skills to interpret and apply research data
- Technical report writing
- Effective written and oral communication and presentation skills
- Ability to work under pressure and understand the importance of deadlines
- Proficient in Microsoft Office products and ability to use Internet applications (i.e., Basecamp)
- Working knowledge of ArcView GIS 10.0 or higher

Qualifications:

- Bachelor's degree in Planning or related area of study; Master's degree preferred
- Three to five years of professional transit planning experience
- AICP certification preferred

Key Work Activities:

- Working with planning team on routine and complex transit projects
- Evaluating system/service performance and crafting recommendations on technical aspects of transit planning

- Preparing/writing project reports, client policy papers, grant/funding applications, project status reports, technical memoranda, and white papers
- Supervising/mentoring other transit planning staff
- Assisting with firm's Business Development activities
- Making presentations to community, business, and decision-making groups
- Collecting a variety of statistical data to prepare reports and maps on topics such as demographic distribution, land use, and transportation
- Interpreting and applying federal, state, and local laws, regulations, and codes to specific projects
- Collecting, compiling, and analyzing field data (some overnight travel may be required)
- Attendance at client meetings and industry conferences as directed (some overnight travel required)
- Maintaining/developing client relationships
- Other duties as assigned

This is a full-time position in our Valencia office, with occasional overnight travel throughout the west. It requires the ability to be flexible as some evenings and weekends may be needed. Reliable transportation required prior to commencing employment. Moore & Associates, Inc. will provide you with the software, tools, mentoring, and resources to do your job successfully. Innovation and the creation of value are rewarded. To find out more about our firm, visit: www.moore-associates.net.

Compensation/Benefits

$58,000-$64,000 dependent upon qualifications. Company-provided benefits include annual leave, paid holidays, healthcare, 401k, and professional development assistance.

Application Process:

All submittals will be held in confidence.

Submit a cover letter, resume, and ArcGIS or writing sample online (.pdf attachments up to 5 MB or provide URL) to transitfirm@gmail.com. Indicate **"Experienced Transit Planner"** in your subject line.

- Cover letter should tell your story by providing specifics of your experience and qualifications as well as your salary history and availability;
- Resume must include all education/experience for the past five years; and
- Sample of your ArcGIS work and/or writing sample must be in a pdf format. Writing samples must have transit or transit-related focus. Include signed statement of authorship.
- Submittals will be considered in the order they are received. Incomplete submittals will not be considered.
- Interviews with qualified candidates will be scheduled based on application receipt date.

Employment is conditional on pre-employment physical, drug screen, and background assessment. We are proud to be an EEO/AA employer.