



Position Description: Associate Transit/Transportation 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 communications, market research, and performance analysis.

The ideal candidate:

We are seeking a candidate excited to work in a collaborative environment with other planners. Completing a variety of transportation-related planning projects, including short-range transit plans, transit development plans, and service evaluations. Our Planning group is one that is fast-paced, collaborative, and offers a learn-by-doing environment. This is an exciting opportunity for a highly motivated individual with a passion for transportation planning and a desire to improve public transportation for our clients.

Primary Responsibilities:

- Complete diverse, analytical tasks for transit operators and transportation planning agencies under direction of a project manager;
- Carrying out assignments such as route and schedule planning, analyzing data, and analyzing operational and financial performance;
- Assist with feasibility studies, performance evaluations, technical analyses, and related transportation reports (technical writing);
- Develop recommendations for transit systems including route restructuring, changes in operational practices, managing transit performance, and implementing new transit programs/services;
- Support the Business Development group in the preparation of quality, winning proposals;
- Assist with field research along with coordination of events that invite public participation; and
- Manage day-to-day tasks and project management duties that include project scheduling, mentoring and training of entry level staff, and client interaction.
- Bachelor's degree in Urban, Regional, or Transportation Planning (Master's degree preferred);
- At least three years of professional public transportation/transit planning experience;
- Must have successfully completed transit-related projects in an academic or professional setting;
- Professional certification – American Institute of Certified Planners (AICP) or progress toward such certification is preferred;
- Proficient with ArcView GIS 10.0 or higher;
- Familiarity with standard statistical procedures, including use of SPSS Statistics;
- Knowledge of principles and practices of planning, research, and data collection;

- Analytical and mathematical skills to interpret and apply research data;
- Capability of critical thinking and exhibiting strong writing skills;
- Successful verbal communication skills, exhibiting leadership qualities for the planning group;
- Ability to maintain task timelines and manage multiple, concurrent priorities; and
- Proficiency with Microsoft Office suite and ability to use Internet applications (i.e., Basecamp).

This is a full-time position in our Valencia office, with occasional overnight travel throughout the west. Occasional evening and weekend assignments. Reliable transportation required.

Moore & Associates, Inc. will provide you with the software, tools, mentoring, and resources to do your job successfully. Professional growth and successful project outcome are rewarded. To learn more about our firm, visit: www.moore-associates.net.

Starting salary of \$58,000-\$66,000 dependent upon qualifications. Company 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 "Associate Planner" in your subject line.**
- **Cover letter should tell your story by providing specifics of your experience and qualifications;**
- **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.
- 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.