

Position: Transportation Planner – Safety

Salary: This position offers a competitive salary, dependent upon qualifications and experience.

Description: The Baltimore Metropolitan Council (BMC) is a private, non-profit planning entity in the Baltimore region. The BMC's primary function is to support the Baltimore Regional Transportation Board (BRTB), the metropolitan planning organization (MPO) and its regional transportation planning activities. BMC also provides support to member local governments in several other areas, including procurement, affordable housing, workforce development, reservoir protection and water quality.

This full-time position will be under the day-to-day direction of the BMC yet adhering to the goals of the Maryland Department of Transportation Motor Vehicle Administration's Highway Safety Office (MHSO). The position has primary responsibility for coordinating and assisting local Strategic Highway Safety Plan (SHSP) planning and implementation efforts for the Baltimore region while ensuring that local plans support MDOT's current SHSP, which reflects federal and state policies, regulations and strategies.

Essential Duties & Responsibilities:

- Collaborates with the MHSO Partnerships, Resources & Outreach (PRO) Section, and supports jurisdictional outreach meetings and efforts to facilitate coordination of local SHSPs. Creates and provides presentations to interested groups as necessary.
- Reviews and coordinates on plans such as state and metropolitan long-range transportation plans. Where relevant, this coordination should include, at a minimum, high-level goals, targets and strategies that are consistent with those in the State's SHSP.
- Attends Quarterly Emphasis Area Team meetings for six areas: Aggressive, Distracted, Impaired, Pedestrian / Bicyclist, Occupant Protection, Highway Infrastructure.
- Facilitates local Steering Committee meetings as needed. This includes assisting with developing an agenda, providing materials, administering web/phone conferences, taking meeting minutes and recording attendance when needed.
- Collaborates with BMC and MHSO staff to prepare the program and provide logistical support for the annual SHSP Summit and local SHSP workshops.
- Maintains Local Team membership database and manages communication to local SHSP partners.
- Reviews and identifies ways to strengthen relationships with local SHSP partners and stakeholders.
- Supports the retention and recruitment of local and state SHSP Emphasis Area Team (EAT) members, ensuring appropriate and comprehensive representation from the 4Es.
- Assists with local SHSP plans as requested for each of the represented jurisdictions and writes final version of each plan with assistance from key partners and stakeholders.
- Other duties as assigned.

Ability To:

- Work independently and diplomatically with minimal supervision
- Communicate, collaborate and interact positively and effectively with community organizations, local leaders and transportation advocates;
- Effectively communicate complex information, both verbally and in writing
- Organize and facilitate effective meetings, prepare and give presentations
- Prepare clear and concise reports
- Schedule, coordinate, and manage multiple projects of varying degrees of difficulty, size and complexity
- Prefer some experience with GIS, data analysis and visualization.

Minimum Qualifications: Requires a Bachelor's Degree from an accredited college or university in city/regional/transportation planning, engineering or a related curriculum, plus three years of responsible experience. A Master's Degree may be substituted for one year of relevant experience.

Applications: For application materials, please visit: <http://www.baltometro.org/about-bmc/job-openings>. Send cover letter and resume to Tamiko Knight, via-email to (tknight@baltometro.org) or mail to Baltimore Metropolitan Council, ATTN: Tamiko Knight, 1500 Whetstone Way, Suite 300, Baltimore, MD 21230). Position will remain open until filled.

BMC is an EOE/M/F/H. BMC does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

Please Note: BMC is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees; all sponsorship fees must be assumed by the potential employer.