



**DATE:** February 24, 2020

**POSITION:** Transit Planner

**SALARY:** This position offers a competitive salary and benefits package, dependent upon qualifications and experience.

**BENEFITS:** BMC participates in the State of Maryland’s benefits program, including comprehensive healthcare, dental, and life insurance options. BMC provides a highly competitive package of additional benefits including guaranteed contribution to deferred compensation programs, optional telework, state holidays, and vacation/personal leave.

**DESCRIPTION:** The Baltimore Metropolitan Council (BMC) is a quasi-governmental, non-profit agency serving the Baltimore region. Our board of directors includes the Mayor of Baltimore and the elected executive officials from the six surrounding counties. BMC’s primary function is to support the Baltimore Regional Transportation Board (BRTB), the area’s metropolitan planning organization (MPO), and its regional transportation planning activities. BRTB members consist of designated representatives from the cities of Annapolis and Baltimore and the counties of Anne Arundel, Baltimore, Carroll, Harford, Howard, and Queen Anne’s. Additional members include the following state agencies: Department of Transportation, Department of the Environment, Department of Planning, and Maryland Transit Administration as well as Harford Transit.

BMC is seeking a highly motivated and qualified transportation planner to work on a wide range of transit planning studies and multi-modal transportation policy solutions. Primary duties include transit and human service transportation options as well as the seamless integration of these modes with bicycle, pedestrian, and TDM activities.

The Policy Team at BMC is team-oriented, collaborative, and brings together staff and partners with a wide array of skills to develop creative solutions. Work is performed in accordance with broadly defined objectives and professional standards along with independent judgment, subject to review and guidance from the Assistant Director, Transportation during progress and upon completion.



**SPECIFIC DUTIES:** This position involves coordinating and promoting transit planning and human service transportation planning in the Baltimore region with the providers of these services. Typical duties will include:

- Acting as a liaison between the BMC and transit agencies in the region, including the Maryland Department of Transportation - Maryland Transit Administration, RTA of Central Maryland, Harford Transit LINK, Carroll Transit System, Baltimore CountyRide, Annapolis Transit, the Charm City Circulator, and Queen Anne's County Ride.
- Coordinating FTA required transit performance-based planning efforts for the BRTB.
- Assisting in the coordination, implementation, and management of short-term transit-related projects by tracking project progress, goals, and deliverables.
- Preparing updates to the Baltimore Area Coordinated Public Transit-Human Services Transportation Plan (5-year cycle) and coordinating the FTA 5310 grant process (2-year cycle) for the BRTB.
- Monitoring the Federal Register and FTA Circulars for FTA funding opportunities and regulatory requirements.
- Organizing workshops to inform local agencies on transit issues affecting the region.
- Overseeing the work of consultants retained to work on transit projects.
- Performing data and statistical analysis of transit services to assess system performance, ridership trends, and other metrics.

**NECESSARY SKILLS:**

- Ability to effectively communicate complex information, both verbally and in writing;
- Ability to organize and facilitate effective meetings, prepare and give presentations;
- Prefer some experience with GIS, data analysis, and visualization;
- Ability to establish and maintain effective working relationships with partner agencies, the public, and stakeholders;
- Ability to derive insights and meaningful interpretation of data by performing analyses on various sources;
- Sensitivity to cultural, socioeconomic, and political issues in the community;
- Ability to work independently and in a team environment;
- Innovative and proactive problem-solving and critical-thinking skills;
- Ability to organize and prioritize multiple tasks.

**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 experience.



**PREFERRED QUALIFICATIONS:** Strong background in multiple aspects of transit and transportation planning and policy development is preferred. Experience coordinating with local, regional, state, and federal government organizations, experience with government organizations in the Baltimore metropolitan area would be ideal. Ability to organize and coordinate multiple projects and assignments and establish priorities which accurately reflect the importance of the job and accomplish BRTB goals and objectives. Experience working with multiple governmental agencies as well as large community groups, elected officials, residents, business groups, and associations is preferred.

**TO APPLY:** Send cover letter and resume to Kathy Renzi, via email to ([krenzi@baltometro.org](mailto:krenzi@baltometro.org)) or mail to Baltimore Metropolitan Council, ATTN: Kathy Renzi, 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.