



Position Title: Planning & Special Projects Manager
Classification: Exempt
Location: Operations - 8800 Corridor Road, Annapolis-Junction, MD
Reports To: Assistant General Manager (AGM) of Operations
Salary Range: \$60,000 - \$65,000
Date Updated: March 11, 2022

ABOUT US

The Regional Transportation Agency (RTA) manages and operates public transportation in Anne Arundel County, Howard County, northern Prince George's County, and the City of Laurel. RTA employs 170 administrative and operational staff out of our Annapolis-Junction location. RTA operates 15 fixed-routes and paratransit service throughout the service area.

JOB DESCRIPTION

The Planning and Special Projects Manager will be involved in local and regional planning efforts, bus stop planning, compiling and analyzing operating data, managing RTA's GTFS-RT feed, supporting monthly reporting requirements, overseeing mobile ticketing efforts, and leading the effort to implement an automated bus stop announcement system.

To Apply: Send resumes to HR@TransitRTA.com with "Planning & Special Projects Manager" in the subject line.

KEY RESPONSIBILITIES, INCLUDING, BUT NOT LIMITED TO:

- Demonstrates behaviors that are consistent with standards for professional and ethical conduct.
- Manages the collection, storage and integrity of operations datasets, including but not limited to service hours, service miles, GTFS/GTFS-RT feeds, on-time performance, and ridership. Investigates and corrects causes of data inconsistencies and errors.
- Conducts analyses and develops recommendations to improve the effectiveness of RTA services. Writes technical reports which include cost estimates, service needs assessments, community impact assessments, and operational impact for service changes.
- Participates in meetings and public hearings as necessary.

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- Provides liaison with the transportation representatives of the partner jurisdictions and municipalities as appropriate, regarding route planning issues, and service strategies.
- Supervise the preparation of internal and external-facing maps, charts and graphics for reports, meetings, and operational use.
- Assists in the preparation of periodic reporting requirements for the National Transit Database (NTD) and the Maryland Transit Administration (MTA).
- Attends in-service training, seminars or other opportunities for professional development as made available by the Agency. Provides training for Agency personnel as required. Actively participates in staff meetings, work sessions, training and strategy discussions.

MINIMUM QUALIFICATIONS

- Bachelor's Degree from an accredited university with major course work in urban and transportation planning or a closely related field.
- 3 years of transportation planning experience or relevant experience in the transit industry.
- Valid driver's license.
- Extensive knowledge of transit planning and scheduling functions, including working knowledge of transit operations technology and computer-aided dispatch / automatic vehicle locator (CAD/AVL) systems.
- Strong administrative abilities and management skills. Advanced knowledge of personal computers, internet utilization techniques, office equipment, and Microsoft Office productivity suite.
- Must be able to handle confidential information.
- Ability to prioritize projects and work with minimal direction.
- Excellent written, oral, and presentation skills.
- Exceptional interpersonal skills, tact, and diplomacy skills.

You will exceed our expectations if you possess:

- Master's Degree from an accredited university with major course work in urban and transportation planning or a closely related field.
- Valid CDL with Passenger endorsement and airbrake designation.
- Experience with Adobe Creative Cloud suite, with emphasis on InDesign, and Illustrator.
- Fluency in Spanish or French, complete with the ability to write and translate correspondence.

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Physical Requirements & Working Conditions:

Must be able to move about the office and between floors; utilize standard office equipment; access filing system/cabinets; and communicate effectively and efficiently in person or by telephone. Must be able to drive an RTA vehicle. Must be able to work in various weather conditions for public events. Must be comfortable speaking and interacting with diverse groups of people.

Right to Revise:

This job description is not meant to be all-inclusive, and the company reserves the right to revise this job description as necessary without advance notice.

The duties and expectations herein are intended to describe the general nature and level of work being performed by employees. They are not to be construed, as an exhaustive list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment.