



The Rhode Island Public Transit Authority (RIPTA) is recruiting *Internally and Externally* for the position of **Planner I**. All applicable CBAs will apply when considering internal applicants.

**POSITION TITLE:** Planner I  
**POSTING PERIOD:** December 2, 2021 through January 3, 2022  
**SALARY RANGE:** \$52,264.18 to \$65,330.22 Annum (Grade 127)  
**REPORTS TO:** Director of Long Range Planning  
**UNION AFFILIATION:** Laborer's International Union of North America, Local 808 (LIUNA, Local 808)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**Description of Work:**

Under general direction, the Planner I is responsible for assisting the Planning Department with a wide variety of transit planning projects, including development of service plans, capital infrastructure projects and planning studies. The ideal candidate is highly motivated to provide broad support for long- and short-range planning efforts, scheduling, research, community engagement, grant writing, and ridership and revenue data analysis.

Strong communication and analytical skills, attention to detail, and positive, cooperative attitude are required. Ability to handle multiple tasks and multiple requests from co-workers required.

**Essential Duties and Responsibilities:**

With the primary aim of supporting implementation of *Transit Forward RI 2040*, Rhode Island's transit master plan (TMP), the core duties and responsibilities of this job are to assist in:

- Prioritizing transit master plan-recommended projects into the design, funding, and construction process
- Conducting corridor, community, and mobility hub studies, including public engagement, design, programming, alternatives analysis, and environmental review activities
- Coordinating with municipalities and partner agencies to prioritize service and infrastructure improvements
- Developing funding plans and preparing discretionary grant applications
- Planning and designing transit services and facilities, including bus, bus rapid transit, light rail, and others as appropriate
- Developing mobility hub plans and/or implementation guidelines addressing hubs at the regional, community, and village/neighborhood scale
- Researching and promoting transit-supportive land use policies, both statewide and local/municipal
- Preparing transit oriented development (TOD) plans in association with bus hub and intermodal center design and development, housing planning and development initiatives, and other efforts as appropriate
- Preparing sustainability plans focusing on fleet, energy, passenger and administrative facilities, resiliency, GHG emissions reduction, and long-term cost savings
- Participating in meetings and activities led by Rhode Island's Executive Climate Change Coordinating Council (EC4)
- Implementing Rhode Island's *Coordinated Public Transit/Human Services Transportation Plan*
- Developing, evaluating, and updating service models and transit development plans for key transit centers and developing markets throughout the State
- Supporting a bus stop improvement program, including partnerships with municipalities focusing on bus stop siting, design, and bicycle-pedestrian and ADA safety and accessibility improvements
- Planning commuter and special mobility services such as vanpooling, handicap accessible taxi cabs, mobility on-demand/dynamic scheduling initiatives, and development of mobility management programs and resources
- Tracking performance against targets set in Rhode Island's Long Range Transportation Plan and Congestion Management Plan and RIPTA's Transit Asset Management Plan
- Gathering and analyzing data, researching best practices, conducting geospatial analyses, and developing maps and graphics
- Evaluating and updating fare policies, including fare media and fare collection and distribution systems, to identify potential revenue opportunities and improve ease of use for riders
- Maintaining and updating Rhode Island's State Management Plan and Coordinated Public Transit/Human Services Transportation Plan and planning elements of RIPTA's Title VI program

- Participating in Rhode Island's Congestion Management Task Force and supporting implementation of the state's *Congestion Management Plan*
- Participating in Rhode Island's transportation planning process, including attendance at Transportation Advisory Committee and State Planning Council meetings
- Performing other related duties as assigned

*The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.*

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Basic Knowledge:**

- Excellent verbal and written communication skills, presentation skills, interpersonal skills, tact and diplomacy;
- Ability to understand and respond appropriately to the diverse perspectives of project partners;
- Ability to plan, organize, and prioritize; coordinate multiple/complex tasks and activities; and work both independently and in a team environment;
- Strong research, analytical, creative thinking, and problem-solving skills;
- Ability to identify opportunities to build on existing efforts and take them to the next level;
- Willingness to travel around Rhode Island to meet with stakeholders in all regions;
- Commitment to RIPTA mission and values;
- Experience with coalition-building or community organizing a plus;
- Knowledge of the principles and practices of public transit, human services, public planning, or a related field, and an understanding of community organizations, transportation planning, and government and elected leadership are desirable;
- Must be proficient in Microsoft Word, Excel, and PowerPoint;
- GIS experience and Spanish fluency are desirable.

**Experience:**

Experience in a Transit Planning environment is desirable but not required. Candidates must demonstrate clear interest in public transportation and must have proven aptitude for the type of work described above.

**Education:**

Bachelor's Degree from an accredited college or university with major course work in Urban Studies, Regional Planning, Public Policy, Public Administration, or a closely related field. Two years of professional experience, which can be substituted with a Master's Degree.

**OR:** any combination of education and experience that shall be substantially equivalent to the above education and experience.

**Independent Action:**

Performs within prescribed guidelines in accordance with departmental policies/practices. Refers more complex situations to other appropriate individuals.

**Supervisory Responsibility:**

None

**Selection Process:**

- Interested applicants should submit their cover letter, resume and/or RIPTA employment application to the Human Resources Department by due date;
- May be required to pass an oral interview and/or written/computer skills exam;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;
- Applicants claiming Military status should submit a copy of the DD-214 form;
- Internal applicants will be subject to evaluation of personnel file to determine eligibility and suitability for the position; to include but not limited to review of attendance, training, education, job qualification skills, commendations and disciplinary history;
- Seniority will be calculated as the final step in the process of selection in the event that any qualified applicants are determined to be "equal".

**Interested applicants should submit their cover letter, resume and/or employment application to RIPTA's Human Resources Department. To apply, visit [www.ripta.com/careers](http://www.ripta.com/careers) by Monday, January 3, 2022. Telephone calls will not be accepted.**

**RIPTA is an Equal Opportunity Employer:** It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.