

---

# LEAD PLANNER - TRANSIT COORDINATOR

\$73,164 - \$117,062 ANNUALLY  
PLUS EXCELLENT BENEFITS

---

The Palm Beach TPA is seeking a dynamic planning professional to join the team responsible for collaboratively planning, prioritizing and funding the transportation system of Palm Beach County, FL.

---

## The Position

The Lead Planner and Transit Coordinator works collaboratively with regional transit partners to lead the Palm Beach TPA's transit planning efforts by assessing the transit system, evaluating transportation alternatives, identifying transit service improvements, and prioritizing transit projects for funding.

Primary responsibilities include developing and advancing the transit components of the TPA's Long Range Transportation Plan (LRTP); conducting multimodal corridor studies, transit supportive land use analysis, and health impact assessments; overseeing the implementation of TPA-funded transit projects; improving transit service, access and regional connectivity; managing transit GIS data and updating Transit Development Plans; and performing other tasks as detailed at [PalmBeachTPA.org/jobs](http://PalmBeachTPA.org/jobs).

Work is performed with a high degree of independence under the general or limited supervision of the Deputy Director of Multimodal Development.

## Candidates

Successful candidates will have four (4) or more years of professional planning experience and a Bachelor's Degree in urban/regional planning, transportation engineering, or a related field or an equivalent combination of education and experience.

Ideal candidates will:

- Have experience planning and implementing premium transit systems;
- Have knowledge of Federal and Florida transit funding programs and regulations;
- Be familiar with Complete Streets, Vision Zero, and Florida design standards;
- Possess excellent oral and written communication skills, including the ability to present complex information in readily understandable plans and reports;
- Be skillful using computer systems including ArcGIS and other databases, transit demand modeling platforms, Adobe Creative Suite and Microsoft Office Suite;
- Possess a related graduate degree and/or AICP certification;
- Be committed to effective working relationships with people of diverse cultural and linguistic backgrounds without discrimination; and
- Have experience working with a Metropolitan Planning Organization.

## Benefits

The TPA offers a competitive salary and excellent benefit package including ample paid leave and TPA-funded insurance, retirement, transportation and tuition reimbursements.

---

## About the TPA

The TPA is the federally designated Metropolitan Planning Organization for Palm Beach County, Florida, providing the forum that brings county commissioners, city officials, seaport commissioners and transportation professionals together to implement a safe, efficient, connected, and multimodal transportation system. *Come join our team!*

---

## To Apply

Applicants must submit a cover letter, resume, examples of completed work, and completed application (available at [PalmBeachTPA.org/jobs](http://PalmBeachTPA.org/jobs)) to [humanresources@PalmBeachTPA.org](mailto:humanresources@PalmBeachTPA.org).

---

### Detailed Duties & Responsibilities

- Develop and advance the transit components of the TPA's LRTP consistent with Federal and State grant eligibility guidelines.
  - Conduct multimodal corridor studies, transit-supportive land use analysis, and health impact assessments to evaluate enhanced transit alternatives (BRT/LRT).
  - Oversee the funding and implementation of transit projects in the TPA's Transportation Improvement Program (TIP).
  - Collaborate with transit agencies to implement regional transit connectivity through an enhanced fare collection system, regional fare interoperability, public and/or private regional transit services, and other measures.
  - Coordinate with local governments and transit agencies to develop and incorporate transit projects into TPA plans and programs.
  - Integrate Transit Asset Management (TAM) performance measures and Public Transportation Agency Safety Plan (PTASP) safety targets into TPA plans.
  - Lead TPA participation in updates to local Transit Development Plans.
  - Maintain an accurate GIS database of local transit service, facilities and ridership.
  - Monitor and evaluate transit performance measures using a GIS database and identify modifications to routes, stops, and schedules.
  - Evaluate transit alternatives using transit demand modeling software.
  - Create data visualizations and maps using ESRI Suite and related software.
  - Create attractive documents and graphics using Adobe Create Suite.
  - Prepare and present agenda items for monthly board meetings and advisory committee meetings as required.
  - Prepare and make presentations to outside agencies and the public.
  - Perform transit field reviews to identify transit access and safety improvements.
  - Collaborate with and gather input from civic leaders, government officials, business, and resident groups to identify issues, goals and objectives for meeting physical, social and economic needs regarding transportation alternatives.
  - Coordinate with local government agencies to implement Quiet Zones.
  - Manage consultant contracts and/or work orders to implement assigned roles and responsibilities.
  - Participate in and/or lead multimodal planning initiatives, including Complete Streets, Vision Zero, TOD, Shared Mobility, and first-last mile connections.
  - Organize and participate in events to promote transit and active transportation.
  - Provide technical and advisory assistance to local government agencies in matters related to transit and transportation planning.
  - Provide the general public and other agencies with transit and transportation planning related information and technical assistance.
  - Participate in partner agency committees.
  - Perform related work as required.
-