



# PALM BEACH Transportation Planning Agency

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## LEAD PLANNER – PEDESTRIAN & BICYCLE COORDINATOR

\$74,201 - \$113,484 ANNUALLY  
PLUS EXCELLENT BENEFITS

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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.

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**The Position:** The Lead Planner and Pedestrian and Bicycle Coordinator manages the planning, funding and implementation of pedestrian and bicycle facilities and safety initiatives for the Palm Beach Transportation Planning Agency (TPA).

Primary responsibilities include developing and advancing a non-motorized transportation system; administering the TPA's Vision Zero Advisory Committee (VZAC) and Transportation Alternatives (TA) Program; administering the TPA's pedestrian and bicycle count activities; supporting the implementation of non-motorized projects; advancing walk & bicycle initiatives, Complete Streets, Vision Zero, and Safe Routes to Schools; maintaining and analyzing non-motorized facility and activity GIS data; 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 designing and implementing pedestrian and bicycle facilities consistent with Florida Design Standards;
- Be familiar with Complete Streets, Vision Zero, & Safe Routes to School initiatives;
- Have knowledge of Federal and State funding programs and regulations;
- Possess excellent oral and written communication skills, including the ability to present complex information in readily understandable plans and reports;
- Be skillful using ArcGIS, 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.

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**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!*

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**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).

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**Detailed Duties & Responsibilities:**

- Develop and advance a non-motorized transportation system.
    - Maintain a priority network of pedestrian gaps and bicycle corridors in the LRTP.
  - Administer the TPA's Vision Zero Advisory Committee (VZAC) and Transportation Alternatives (TA) Program.
    - Oversee development of agenda and backup content for BTPAC meetings.
    - Annually update TA scoring system to ensure projects advance the TPA's Vision, Goals and Objectives.
    - Annually review and score applications.
  - Administer the TPA's pedestrian and bicycle count activities.
    - Select count locations and oversee deployment and retrieval.
    - Collect and analyze pedestrian and bicycle activity data.
  - Support the implementation of non-motorized projects.
    - Review projects for consistency with TPA vision and submitted applications.
    - Identify potential safety projects at high crash intersections.
    - Evaluate upcoming resurfacing projects and for inclusion of non-motorized infrastructure, safety and lighting modifications.
    - Engage stakeholders in FDOT, County and City project reviews to promote the TPA's vision and priorities and consider local preferences.
  - Advance walk & bicycle initiatives, Complete Streets, Vision Zero, and Safe Routes to Schools.
    - Conduct field reviews for pedestrian and bicycle safety improvements.
    - Create Complete Streets project opportunity plans and performance templates.
    - Participate in and/or lead multimodal planning initiatives.
    - Collaborate with stakeholders to identify transportation issues, goals, and objectives for meeting physical, social and economic needs.
    - Organize and support events to promote safety and active transportation.
    - Collaborate with the School District to implement pedestrian, bicycle, and driver safety education as well as walk/bicycle and Safe Routes to School initiatives.
  - Maintain and analyze non-motorized facility and activity GIS data;
    - Maintain a GIS database of non-motorized facilities and counts,
    - Analyze, publish, and share non-motorized system performance measures via data visualizations and/or the TPA website.
  - Perform other related work as required, including but not limited to:
    - Create and design attractive graphics and documents using Adobe Create Suite.
    - Prepare and provide presentations to the TPA Board, advisory committees, outside agencies and the public.
    - Collaborate with outside consultants and oversee work orders as assigned.
    - Provide technical and advisory support to partner agencies and the public.
    - Participate in partner agency committees.
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