



JOB VACANCY POSTING

OPEN TO ALL APPLICANTS: REPOSTED April 14, 2015

POSTING:	0143-10	FULL/PART-TIME:	Full Time
TITLE:	Transportation Planner	HRS. PER WEEK:	40
POSITION HIRING RANGE:	\$52,784 – \$58,062/yr.	SCHEDULE:	M – F 8:00am – 5:00pm Able to work evenings, weekends and holidays as necessary
POSITION SALARY RANGE:	\$52,784 - \$85,011/yr.		
DEPARTMENT:	Planning & Capital Dev.		

TRANSPORTATION PLANNER

Summary

The South Florida Regional Transportation Authority (SFRTA), a tri-county public transit authority serving Miami-Dade, Broward and Palm Beach counties, is seeking a Transportation Planner to support the authority's efforts in mass transit and/or transportation planning by mainly assisting with the Administration and Management of Consultant Contracts.

Responsibilities

- Assist with the administration and management of General Planning Consultants (GPCs), General Engineering Consultants (GECs), and General Systems Engineering (GSEs) Consultants contracts.
- Assist with maintaining records and tracking status of all GPCs, GECs and GSEs including invoicing and DBE participation.
- Assist with the preparation, issuance and management of Work Orders, (WOs) and Purchase Orders (POs); coordinate with Procurement Department to successfully process and close out WO's and PO's as required.
- Assist with timely processing and approval of invoices, including maintaining logs and preparing spreadsheets; coordinate with and Finance and Procurement Departments to resolve invoicing and billing issues.
- Conduct self-training on Eden software to successfully master modules and to submit purchase requisitions and track status of all active WO's and PO's for GPCs, GECs and GSEs.
- Develop and evaluate consultant scope of services and proposals for planning projects and programs.
- Analyze and evaluate transportation related data.
- Represent the department at various public and transportation stakeholder meetings.
- Assist in the identification of Board Agenda items and ensure timely preparation of agendas, packages, minutes and correspondences.

Required Qualifications

- Knowledge of Federal, State, and Local laws and regulations governing transit and transportation programs.
- Knowledge of project management techniques and methods.
- Knowledge of public speaking and presentation techniques and methods.
- Knowledge of concepts and statistical analysis techniques.
- Ability to manage and prioritize multiple planning projects.
- Ability to organize information clearly and precisely.
- Ability to communicate well orally and in writing.
- Ability to analyze data using complex spreadsheets and prepare reports.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook), Adobe Acrobat, and other presentation and scheduling software.
- Requires a valid driver's license and good driving record.

Required Education/Experience

- Bachelor's degree in Planning, Geography, Transportation Engineering, or other closely related field.

Additional Education/Experience

- A minimum of two (2) years of transit planning and/or transportation planning experience, or any equivalent combination of related training and experience, is desired.
- Master's degree preferred.
- Experience managing consultant contracts is preferred.

Benefits & Compensation

The South Florida Regional Transportation Authority offers a competitive salary and comprehensive benefits package. Benefits include:

- Paid holidays, vacation, sick and personal time.
- Health Insurance through the State of Florida – PPO or HMO.
- Participation in the Florida Retirement System (FRS).
- Employer paid life insurance and long term disability coverage.
- Ability to enroll and contribute to one of the State of Florida deferred compensation plans.
- Tuition Reimbursement program.
- Free train transportation on Tri-Rail; a savings of up to \$900/yr.
- Paid memberships in organizations related to employees' field/profession.
- Paid workshops, seminars and educational conferences related to profession.

To Apply

SFRTA Employees must complete a Transfer Application Form and submit it along with a copy of most recent resume to the Human Resources Department. Transfer Applications are available on the SFRTA Intranet and the Human Resources Department. All others should e-mail an SFRTA Employment Application and resume, along with salary requirements, to jobs@sfrta.fl.gov, or fax to 954-653-9105 or mail to, M. David Trabal, Human Resources Manager, at 800 NW 33rd Street, Pompano Beach, FL 33064. Applications are available online at www.sfrta.fl.gov and must reference a posting number.

EOE/Smoke and Drug Free Workplace