

## **Job Description**

### **Transportation Planner**

**JOB TITLE:** Transportation Planner  
**REPORTS TO:** Executive Director of School Planning & Director of Transportation  
**SALARY:** Based on State and Local Salary Schedules  
**STATUS:** Permanent, 12 months, Classified, Nonexempt

#### **SUMMARY:**

The DPS Transportation Planner will develop, administer and coordinate Comprehensive School Transportation Plans (bus, car rider, pedestrian, and bicycle) for each of Durham Public Schools campuses. Comprehensive Transportation Plans will reflect existing infrastructure and corresponding daily arrival/departure procedures, as well as inventory needed on- and off-site infrastructure improvements by campus to enhance overall equity, efficiency and safety of school travel.

The Transportation Planner will:

- Mitigate equity, traffic and safety concerns by promoting a comprehensive, proactive behavior and infrastructure-based approach along school routes and within school sites
- Enhance neighborhood access to schools and sustainable mode choice options across DPS
- Educate school administrators, parents, and students about car rider, bus rider, pedestrian and bicycle safety
- Promote and build awareness of community transportation options (transit, pedestrian and bicycle choices)
- Work with relevant campus staff to implement school programming on site

#### **RESPONSIBILITIES & DUTIES:**

##### ***School Plans: Multimodal Transportation***

Works directly with school administrators to coordinate student arrival and dismissal procedures and plans for all DPS students by mode (bus, car, walk and bike). Development and execution of the DPS Comprehensive School Transportation Program that will lead to more transit, walking and biking in participating schools, including organizing and growing transit ridership (Durham Youth GoPass), carpool participation (Share the Ride NC), walking school buses and bike trains, parent organizing and other ongoing events.

##### ***DPS Departmental Collaboration Team Lead***

Lead the DPS Team comprised of the Offices of Transportation, Student Assignment, Planning and Design & Construction to embed multimodal transportation mode choice into the framework of policies, designs and practices that afford mode choices for the trip between home and school for DPS Students and Families.

**Design & Construction:** Review of DPS design and construction initiatives; ensure capital project support for transit, pedestrian and bicycle facilities

**Sustainability:** Build and maintain an innovative network of key partners across sectors such as governments, industry, business, utilities, and academia to support sustainable mode choice at Durham Public Schools as part of the DPS Sustainability Strategy.

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#### ***Community Transportation Collaboration (City, County, State)***

Coordinate DPS' partnership with City, County and State community transportation leaders and consultants (interviews, surveys, walkability assessments). Represent Durham Public Schools (DPS) with various private/public organizations and clubs that support traffic, transit, pedestrian and bicycle access to school. Collaborate with state, county and local stakeholders, departments and agencies to discuss and implement policies and programs that support DPS' transportation goals.

#### ***Data: Monitoring & Evaluation***

Development of sustainable, embedded procedures and policies for multimodal trip counting across Durham Public Schools (bus, car, walk and bike). Familiarity with data collection procedures and evaluation frameworks.

#### **MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:**

Bachelor's degree in a closely related field of study preferred with three to five years' experience working within transportation, planning, geography, public health, community development, economics and/or engineering. Must have experience working within GIS. Experience with collaborative multi-institution planning. Other planning experience (housing, land use, economic development, GIS, etc.) considered a plus as this position will work on other planning projects or programs under the supervision and direction of School Planning, Transportation and Child Nutrition leadership. Preferred Masters Degree, AICP and/or ITE Certification.

In addition to technical skills, this position requires a passion for school transportation and equity of access to education. An energetic self-starter with excellent communication, diplomacy and leadership skills, and commitment to contribute to the Growing Together DPS Initiative by making Durham a safer and more accessible place to arrive to school via car, bus, bike and walk for students.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### ***Knowledge***

- Principles in Transportation and Planning
- Knowledge of School Transportation field
- Community Engagement
- Analysis, Research and Report Methods
- Government Structure (Boards, Councils, Commissions)
- Regulation/Legislation Related to Education, Transportation and Land Use
- Principles of Planning & Development
- Transportation Modeling
- Project Management Practices
- Document Drafting
- Statistics
- Data Visualization & Presentation

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#### ***Skills & Abilities***

- Prepare Reports & Presentations
- Public Speaking & Interactions
- Community Engagement Design and Facilitation
- Collect, Compile & Analyze Data
- Complex Problem Solving
- Plan & Coordinate Projects
- Management and Leadership of multidisciplinary teams
- Strategic Mindset
- Geographic Information Systems (GIS)
- Preferred: Familiarity with AutoCAD, ArcGIS, Transport Modeling, Statistical Packages

#### **PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

#### **DISCLAIMER:**

The above statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.