



SENIOR TRANSPORTATION PLANNER

The Southern New Hampshire Planning Commission (SNHPC) is seeking a Senior Transportation Planner to complement our professional planning staff. The Senior Transportation Planner will work with the Commission's staff, municipalities, the New Hampshire Department of Transportation, and federal and state partner agencies on long and short-range regional transportation planning, project development and management, and special transportation studies. The Senior Transportation Planner may supervise the work of other transportation planning staff and work closely with the Executive Director and Deputy Executive Director on the development, maintenance, and administration of the SNHPC's Unified Planning Work Program.

Successful candidates must possess excellent communication skills, project development, management, and organizational skills. The ability to self-motivate as well as the ability to energize others on team projects are vital. Specifically, the position requires knowledge of transportation planning principles and practices, state and federal transportation planning regulations, and management.

Education and Experience:

- Bachelor's Degree or Master's Degree (preferred) in Urban or Regional Planning with an emphasis in transportation planning, Civil Engineering, or related field and five (5) years of progressively responsible professional transportation planning experience.
- American Institute of Certified Planners (AICP) certification is desirable.

Duties and Responsibilities:

The following duties and responsibilities are not all inclusive. Other duties may be assigned on an as-needed basis.

- Coordinate the development of regional transportation plans including, but not limited to the SNHPC Metropolitan Transportation Plan, the SNHPC Transportation Improvement Program, and SNHPC regional project priorities for the NH Ten-Year Transportation Improvement Plan.
- Assist in organizing and staffing the monthly meetings of the SNHPC Technical Advisory Committee.
- Work with consultants to oversee the update of the SNHPC Regional Travel Demand Model and coordinate modeling efforts with neighboring Metropolitan Planning Organizations.
- Coordinate the development of special transportation studies including, but not limited to Corridor Studies, Road Safety Audits, Trip Generation Studies, Signal Warrant Analyses, Bicycle/Pedestrian Plans, and Public Transportation-Human Service Coordination Plans.
- Coordinate the compilation, target setting, and reporting of federally-mandated transportation performance measures for the SNHPC region.
- Review and perform quality control on transportation-related data collected by SNHPC field staff including traffic counts, vehicle classification studies, culvert inventories, and pavement condition data.
- Organize, prepare and present transportation plans, reports, and analyses to municipal boards, commissions, and the public.
- Organize and facilitate a variety of committee and public participation meetings to develop consensus on transportation plans, projects, and programs.
- Assist SNHPC municipalities and partner agencies in preparing grant applications to implement new transportation projects and studies.
- Recommend staffing assignments within the Transportation Program and coordinate activities with Transportation staffing team.

Related Skills:

- Ability to represent the Commission in a professional manner at external meetings and act as a conduit of information to local, regional, and statewide partners.
- Ability to establish and maintain effective working relationships with funding and partner agencies, stakeholders, public officials, other employees, and the general public.
- Ability to speak effectively in public settings and give public presentations.
- Ability to prepare well-organized and written professional reports for publications and presentations.
- Ability to work independently, meet frequent deadlines, and coordinate the completion of multiple projects.
- Knowledge of regional travel demand modeling techniques. Experience in the use of Cube, Synchro, and HCS software is desirable, but not required.
- Knowledge of Microsoft Access, Publisher, PowerPoint, Excel and related software tools for analysis and communication.
- Knowledge of cartographic software platforms, including ArcGIS 10.6.1 and extensions of ArcGIS, is useful but not required.

Other Requirements:

This position requires a current, valid driver's license. The position requires travel throughout the region, occasional long-distance travel, and occasional night meetings.

Salary and Benefits:

The starting salary range for this position is \$53,901 to \$65,088 DOQ.

The SNHPC promotes a work environment that is both personally and professionally fulfilling, and encourages continued professional development in an atmosphere that allows a healthy work/life balance. The SNHPC offers competitive health and dental insurance benefits and participates in the New Hampshire Retirement System (NHRS) pension plan.

Applying for the Position:

Persons interested in applying for the Senior Transportation Planner position should submit a cover letter, resume, and three references to:

Linda Moore-O'Brien, Office Administrator
Southern New Hampshire Planning Commission
438 Dubuque Street
Manchester, NH 03102

Or submit electronically to LMoore-O'Brien@snhpc.org with the subject heading "Senior Transportation Planner Position."

The Southern New Hampshire Planning Commission is an Equal Opportunity Employer. The position is open until filled. Applicants must be authorized to work lawfully in the United States. If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment.