

March 13, 2019**RECRUITMENT ANNOUNCEMENT
Transit Planner I****Hourly:
\$25.85 - \$33.65****First Review Date:
April 5, 2019****JOB SUMMARY:**

Under the general direction of the Senior Planner, the Planner I provides planning, analysis, analytics, mapping, and technical assistance where needed relating to Geographic Information Systems (GIS), transit network design, and long-range transit planning.

ESSENTIAL JOB FUNCTIONS:

Assist in researching, recommending, developing, and implementing transit service changes

Assist in the collection, analysis, and reporting of short and long-range performance measurements and operational statistics for all services

Assist in the preparation of transit plans, schedules, timetables, outreach materials, and route maps for public and internal use

Combine multiple data sources (Census data, transit routes, traffic analysis, etc) to provide meaningful, detailed maps and analysis

Create, maintain, expand, and verify map layers and spatial data across multiple transit and GIS systems

Conduct miscellaneous mapping assignments and provide general GIS support

Interpret data, analyze results using statistical techniques and provide ongoing reports

Acquire data from primary or secondary data sources and maintain databases/data systems

Identify, analyze, and interpret trends or patterns in complex data sets

Maintaining Stops and Shelters databases

Assist in maintaining Automatic Passenger Counter Data

Provide assistance and support to the Senior Planner

STRONGLY DESIRED KNOWLEDGE, ABILITIES AND SKILLS:

Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy

Proficient at report writing and presenting findings

Basic principles of GIS, GPS, cartography, planning, transit planning techniques and knowledge of, scheduling, and runcutting

Knowledge of statistics and experience using statistical packages for analyzing large datasets (Excel, SPSS, SAS, etc)

Customer service, teamwork, and technical communication

Enthusiasm for innovation, efficiency, and technology

SPECIAL REQUIREMENT:

No criminal conviction which may, in the sole judgment of the District, constitute a threat to property or the safety of others.

REQUIRED EDUCATION AND EXPERIENCE:

Associates Degree or equivalent experience in Urban Planning, Computer Science, Information Management, Statistics, or a related field. GIS certificate or related experience or any satisfactory equivalent combination of related experience and training which provides the required knowledge, abilities, and skills.

WORKING CONDITIONS:

Usual office working environment.

Occasionally will need to work evenings or weekends to attend meetings or events.

May occasionally have to drive or take the bus to perform position functions. If incumbent wishes to drive, incumbent must present District with valid Oregon Driver's License and must maintain driving record which demonstrates adherence to safety and traffic laws and regulations.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY EMPLOYEES ASSIGNED TO THIS JOB CLASSIFICATION. THIS DESCRIPTION DOES NOT INCLUDE OTHER OCCASIONAL WORK THAT MAY BE ASSIGNED WHICH WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION

TO APPLY:

Please submit our application and supplemental questions to our Administration office. To obtain an application:

- ❖ On-Line: You may download application materials in Microsoft Word format (.doc) from Salem Area Mass Transit's District Employment page. Refer to specific current job opportunity of interest for application materials. Website: www.cherriots.org
- ❖ In Person: You pick-up application materials from Human Resources Department located at 555 Court St NE Salem, Oregon 97301 .Our office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- ❖ By Telephone: You may request that an applicant packet be sent to you by calling our Human Resources Department at 503-588-2424. Application materials will be sent via U.S. Mail. Our office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- ❖ By U.S. Mail: Application materials may be requested via U.S. Mail.

Mail or deliver to: Salem Area Mass Transit District
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301
OR

Or email to: Recruitment@cherriots.org

Faxes or resumes in lieu of original official District application form not accepted. Applications may be submitted in person, by e-mail or by mail; however, Salem Area Mass Transit District is not responsible for lost or delayed mail.

AN EQUAL OPPORTUNITY EMPLOYER

NOTE: Under the provisions of the Immigration Reform and Control Act of 1986, Salem Area Mass Transit District will require any person hired or rehired to provide evidence of identity and eligibility for employment.