



Position Title: Strategic Planner	Safety Sensitive: No
Supervisor's Title: Director of Strategic Planning	FLSA Status: Exempt
Department: Strategic Planning	Division: Planning & Capital Projects

POSITION PURPOSE

The Strategic Planner will provide technical expertise, research, data analysis, data visualization, and other tasks to advance IndyGo's current and future operations, planning, and capital projects. These functions will generally be performed to identify innovative opportunities to lower costs and/or increase ridership, to develop and maintain long-range organizational plans and provide support in informing external stakeholders on technical matters. The Strategic Planner works with others in the department and division to research and develop agency long-range plans; advises and collaborates with the Planning and Capital Projects staff on program development strategies for long-range planning, interagency coordination, policy development, decision support systems and data programs; and participates in the development and execution of qualitative, quantitative, and geospatial data research, analysis, visualization, and reporting.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

ESSENTIAL FUNCTIONS

- Perform research and analysis to support IndyGo operations, planning, and project development.
- Identify emerging ideas in transportation planning, specifically innovative and best practice ideas that relate to or directly involve transit; assess the potential applications within the agency.
- Contribute to the development of evaluative frameworks to assist in operations, planning, and project development.
- Engage in long-range strategic planning efforts to support planned and prospective projects.
- Contribute to the planning and execution of agency strategic initiatives.
- Identify grant opportunities and coordinate grant applications with other divisions/departments.

OTHER FUNCTIONS

- Communication and coordination of plans and partnerships.
- Present project and planning details to internal and external stakeholders, government officials, and the public.
- Manage consultant relationships.
- Occasionally serve in a project management role.
- Attend meetings before or after normal business hours.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- No direct staff reports.

Strategic Planner

Created December 2019

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This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

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EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- Bachelor's degree in planning, public policy, public administration or a related field. Master's degree preferred. With a minimum of three (3) years of professional experience in urban planning, public policy, public infrastructure planning, or a related field; added emphasis on transit projects preferred.
- Without a degree, a minimum of eight (8) years of professional experience in urban planning, public policy, public infrastructure planning, or a related field; added emphasis on transit projects required.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Knowledge of laws, ordinances, rules, and regulations related to transportation and standards for public works and public transportation.
- Knowledge of quantitative, qualitative, and geospatial analysis; methods and techniques of developing, visualizing, and presenting statistical data.
- Knowledge of project life cycle of conceptualization, planning, execution, and termination.
- Knowledge of state and local land use and development regulations, processes and procedures.
- Ability to define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems.
- Ability to establish cooperative relations with staff, contractors, consultants, technical committees, community and industry organizations, representatives of federal, state, regional, and city agencies and the general public.
- Ability to participate within a project team of diverse individuals through successful implementation of a project.
- Strong presentation skills and the ability to communicate to groups; ability to convey technical information to non-technical audiences.
- Exceptional strategizing, decision-making, and problem-solving abilities.
- Ability to work well without close supervision; demonstrate initiative.
- Ability to direct, influence, and motivate others.
- Ability to process and analyze data.
- Advanced proficiency using a computer and related technology, including proficiency with Microsoft Office products, Adobe software products, internet usage, GIS (ESRI experience preferred), and databases.
- Strong written and verbal communication skills; strong listening skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Ability to sit for long periods of time, to kneel/bend, and to move throughout the workday, occasionally between departments and/or facilities.

- Strong sensory skills, such as good hearing, dexterity, and good eyesight, including the use of color perception.
- Ability to speak clearly.
- Requires occasional exposure to excessive noise, fumes/odors, some hazardous materials, and dirt/dust.
- Ability to lift and/or carry 30 pounds.