



## **ASSOCIATE – TRANSIT PLANNER**

Build a career that moves you while together we support and build accessible communities through creative transit planning. Innovation, imagination and integrity are the foundations for offering full scale planning services, assisting clients with a variety of planning assistance, including the development and design of transit service. We are looking for a self-motivated individual with a strong interest in transportation planning to be a part of our well-established and growing team.

### **ABOUT US**

RLS & Associates, Inc. (RLS) is a national consulting company that uses a person-centered planning approach and uses technology as a tool to create innovative mobility solutions for our clients. RLS clients include public transit systems, Federal and State departments of transportation, government agencies, and non-profit organizations. This woman-owned, certified disadvantaged business enterprise was established in September 1987 and has grown to be a highly respected and sought-after consulting firm in the transit industry today. Since its inception, RLS' mission has been to "assist the transit community in identifying, facing, and meeting current and future challenges in an affordable, practical, and high-quality manner while maintaining the highest standard of integrity and professionalism." RLS is headquartered in Dayton, Ohio with offices in Texas, Indiana, North Carolina, Illinois, Vermont, Arkansas, and Virginia.

### **JOB DETAILS**

The Associate Transit Planner will work from the Dayton, OH or San Antonio, TX office and participate in various types of technical studies, transit planning projects for communities nationwide, and write proposals for new business. The position will require travel to client sites around the country where RLS has clients. You will work both independently and as part of a team to develop innovative and sometimes high-profile plans for communities seeking to create or improve their fixed bus route services, on-demand/microtransit, human service agency transportation, or other mobility services. You will also have the opportunity to develop strategic plans and evaluate organizational and governance structures.

This position is designed for a self-motivated individual with a strong interest in transportation planning. The Associate Transit Planner will be part of multiple project teams working in a variety of communities. The work environment is fast-paced at times and is suitable for individuals who are driven by deadlines. The Associate Transit Planner will provide support in evaluating public transit services, reviewing policies and documents, researching peers or community characteristics, public engagement activities, meetings with governmental bodies (i.e., City or County Councils, Metropolitan Planning Organizations, etc.), and writing reports.

This position requires substantial interaction with project team members, clients, and the general public. RLS expects excellent oral and written communication and presentation skills. The position reports to the Director of Planning Initiatives situated at the San Antonio office, and the Company President unless otherwise assigned. Travel can be approximately 10% to 40% of the time for project-related work occurring throughout the United States.

### **DUTIES**

- ◆ Prepare short- and long-range transit plans that include maps, graphs, charts, and other graphics.
- ◆ Coordinate with various municipal and state agencies.
- ◆ Create and make presentations to stakeholder or civil leadership groups of all sizes.
- ◆ Demographic analysis and preparation of charts and graphs to effectively summarize important results from the analysis.
- ◆ Field evaluations and assessments of transit operations.
- ◆ Research, collect and evaluate relevant data in the process of designing plans for various client needs.
- ◆ Maintain strong and productive client communication and relations.
- ◆ In consultation with the Chief of Strategic Partnerships, seek out requests for proposals, bids, and other business development opportunities; prepare proposals and develop budgets in response.
- ◆ Develop familiarity with the Federal Transit Administration regulations, various state and local requirements for the delivery of public transit services.
- ◆ Solve complex problems, assist project managers, and collaborate across disciplines to produce our clients' visions.
- ◆ Gain exposure to diverse project experiences during the course of providing services to our clients.

## **GROWTH OPPORTUNITIES**

The Associate Transit Planner will benefit from hands-on experience with local government agencies and transit systems, project coordination opportunities, and technical software and training. You will also learn and directly apply project management skills as you gain experience. You will have the opportunity to develop important professional client relationships as you provide the valuable assistance and tools, they need to achieve their priorities.

You will be exposed to a wide range of opportunities and topics within the public transit world including, policy development, organizational structure, safety and security procedures, service design, alternative fuel vehicles, management and administration, compliance with Federal regulations, public engagement, and more. You will gain exposure to multiple aspects of the industry and you will likely identify certain areas where your passion is strongest. At RLS, we encourage you to develop your passion into areas of expertise so that we can all continue improving communities through transit.

## **REQUIRED SKILLS AND BACKGROUND**

- ◆ Bachelor's Degree or higher with a focus on Public Administration, Regional/Urban/City Planning, Public Health, or an equivalent degree from an accredited university.
- ◆ Ability to manage technical assignments independently and experience working directly with clients and/or stakeholders.
- ◆ Passionate about improving public and human service transportation and making communities a better place to live.
- ◆ Ability to use data from a variety of services and compile it into a dashboard of key information that our clients can use to make decisions.
- ◆ Proficient in the use of all applications of Microsoft Office Suite.
- ◆ Ability to analyze U.S. Census demographic data and produce charts and graphics that illustrate key data points.
- ◆ Excellent written and oral communication skills; strong presentation and public speaking abilities.
- ◆ Excellent skills in prioritization and time management.
- ◆ Inquisitive self-starter and a natural problem solver.
- ◆ Ability to operate necessary equipment, including computers.

## **PREFERRED SKILLS AND BACKGROUND**

- ◆ Prior experience with a public transit system, state department of transportation, private or non-profit transportation provider, planning organization, or GIS department.
- ◆ Familiarity with mapping platforms (ArcGIS), modeling, and/or database analysis.
- ◆ Ability to work with U.S. Census Information and Longitudinal Employer-Household Dynamics (LEHD).

Each applicant will be required to submit at least two samples of their previous work (professional or college coursework) completed in the last 12 months. Applicants should indicate the date it was created, for what type of project, and for what company or course. Previous work will be examined for creative skills and ability.

## **SALARY & BENEFITS**

The annual salary range for this position is \$65,000 - \$85,000, depending on qualifications and years of experience.

- ◆ Medical, dental, and life insurance
- ◆ 401k after introductory period
- ◆ Profit Sharing Plan after introductory period
- ◆ Paid holidays, vacation and sick days

### **Other**

- ◆ Applicants may be subject to criminal, credit, Federal, and National Sex Offender Public Website (NSOPW) background checks.
- ◆ Valid Driver's License.

**Location for work:** The position is available at RLS offices in either Dayton, OH or San Antonio, TX. The office in San Antonio is situated in the northeast. The successful candidate must be open to relocating to RLS office locations as required.

*RLS & Associates, Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

**Interested candidates should submit CV/resume along with salary requirements to:**

**RLS & Associates, Inc. Attn: Kristen Joyner, [hr@rlsandassoc.com](mailto:hr@rlsandassoc.com)**