



South Jersey Transportation Planning Organization

*Serving Atlantic, Cape May, Cumberland,
and Salem Counties since 1993.*

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Executive Director*

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Position Available – Principal Planner (Safety, Bicycle, and Pedestrian Planning)

The [South Jersey Transportation Planning Organization \(SJTPO\)](http://www.sjtpo.org) is seeking an experienced professional for a full-time position. Responsibilities include data-driven safety initiatives, including the Local Safety Design Assistance Program, Local Safety Application Assistance Program, and implementation of the Countywide Local Road Safety Plans; bicycle and pedestrian planning, including planning and implementation of the Active Transportation Master Plan and support for the regional South Jersey Trails program; as well as management of consultant-led technical studies.

The position will report directly to the Program Manager of Safety Initiatives and Public Outreach. This is a new position within the SJTPO, with the anticipation that the position will start on or around the week of August 14, 2023.

The starting salary range is \$67,000 to \$75,000 (Range 7), depending on qualifications and experience. Employees may be eligible for merit increases each year upon receipt of a satisfactory performance evaluation. The SJTPO offers a full benefits package after 60 days of employment, including medical and prescription with premium cost sharing as well as vision and dental insurance at no cost; optional deferred compensation plans; paid time off, including 15 holidays, 15 sick days, 15 vacation days, and 3 personal days each year; tuition assistance; and membership in the New Jersey State Pension System. SJTPO is a participant in the State of New Jersey Telework Program, which is subject to renewal on July 1, 2023, and currently allows employees to work from home 16 hours per week. SJTPO offers an excellent work-life balance, which includes a 40-hour work week, inclusive of a daily one-hour paid lunch, with opportunities to accrue flex and compensatory time. The position will have opportunities to attend relevant training, workshops, and conferences to foster learning in the field.

SJTPO is an equal opportunity employer and encourages and supports diversity in the workplace. Decisions on employment are made on the basis of the qualifications of the individual for the particular position being filled. It is the policy of SJTPO that all employees will be treated equally without regard to race, creed, color, religion, national origin, ancestry, age, sex, marital status, domestic partner status, familial status, domestic partnership status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, veteran status, disability or handicap, or for any other reason prohibited by law. Such employment action includes, but is not limited to, the following: employment, promotion, demotion, transfers, layoffs and termination, recruitment and selection for training, and all SJTPO-sponsored social and recreational programs. For additional details, please refer to SJTA's (SJTPO's Administrative Host) Policy on [Equal Employment Opportunity](#).

Responsibilities:

- **Local Safety Design Assistance Program:** The position will serve as the primary lead for SJTPO's Design Assistance Program, which supports the Local Safety Program by providing consultant services for the Preliminary Engineering (PE) and Final Design (FD) phases of work for local jurisdictions. This will include management and oversight of the consultant team and work, ensuring that the project continues to advance the meaningful safety improvements included

within the original project application. Coordination among relevant partners and contract management are also responsibilities of the position.

- **Local Safety Application Assistance Program:** The position will serve as the primary lead for SJTPO's Application Assistance Program, which supports the Local Safety Program by providing consultant services for Concept Development (CD), cost estimates, Highway Safety Manual (HSM) analyses, crash diagramming, and application development for local jurisdictions. This will include management and oversight of the consultant team and work, ensuring that concepts adhere to the data-driven safety focus of the Local Safety Program. Coordination among relevant partners and contract management are also responsibilities of the position.
- **Active Transportation Planning:** The position will assist in the development of the scope for the consultant-supported Active Transportation Master Plan study. Under the supervision of the Program Manager of Safety Initiatives and Public Outreach, the position will lead the development of that Plan. This position will also be responsible for implementing the Plan upon completion, including, but not limited to, supporting regional South Jersey Trails work, the Active Transportation Advisory Committee, the bike/ped counting program, and other possible technical assistance and/or design support efforts.
- **Technical Program Management:** The position shall be responsible for managing and overseeing consultant-led technical studies, particularly those focused on safety, bicycle, and pedestrian planning. In consultation with staff, the position will be responsible for developing technical studies important to SJTPO's subregional partners, releasing the request for proposals, consultant selection, and managing the technical studies once they are underway.
- **Representation:** The position will represent SJTPO at local, state, and federal meetings, particularly those whose focus is related to safety, bicycle, and pedestrian planning, and other related activities, or tasks.
- **Other:** The position will work closely with planners and engineers at the city and county levels, as well as officials at State and Federal levels. Demonstration of strong technical communication skills and the ability to collaborate with project stakeholders, at in-person meetings and via correspondence is required. The position will also assist in other statewide, regional, and/or local planning initiatives, including, but not limited to, those associated with roadway safety, regional trails, complete streets, other bicycle and pedestrian efforts, as well as the development of SJTPO's core products, such as the [Regional Transportation Plan \(RTP\)](#) and the [Unified Planning Work Program \(UPWP\)](#). Fieldwork and travel are required.

Knowledge and Abilities:

- Ability to communicate effectively with officials, co-workers, consultants, representatives of organizations, and others sufficiently to convey information both in-person and in virtual settings.
- Ability to comprehend, evaluate, and objectively analyze problems and to develop solutions to such problems logically and systematically.
- Ability to provide sound advice, assistance, and instructions.
- Ability to prepare, negotiate, and manage contracts and projects and monitor the work of consultants.
- Excellent written, verbal, and technical communication skills, including the ability to synthesize complex or diverse information.
- Must be well-versed in using Microsoft Office, including Word, PowerPoint, and Excel.
- Familiarity with using ArcGIS is desirable.
- Familiarity with the Highway Safety Manual (HSM) and the Crash Modification Factors (CMF) Clearinghouse is desirable.
- Familiarity with New Jersey's Local Safety Program or Highway Safety Improvement Program (HSIP)-funded safety programs in other states is desirable.
- Ability to organize assigned work and manage time to complete tasks in a timely manner.

- Ability to independently or collaboratively prepare clear, accurate, and informative reports containing findings, conclusions, and suitable recommendations.
- Treats others with respect and consideration regardless of their status or position; demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; demonstrates an appearance and demeanor that reflects well on SJTPO and its partners.
- Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Qualifications/Requirements:

- Must have a bachelor's degree in planning, engineering, or a relevant alternative with a master's degree strongly desired.
- Must have at least five years of experience in transportation planning. A master's degree or a full year of internship or cooperative education experience can be substituted for one year of experience.
- Must live in or relocate to New Jersey within one year of the beginning of employment, consistent with the "[New Jersey First Act.](#)"
- Must be legally eligible to work in the United States.
- Upon receipt of an offer, must successfully complete a criminal background check and a medical/physical examination inclusive of a drug screening.
- Must have access to a working personal automobile and a valid driver's license.

How to Apply:

Please submit the following materials via email to careers@sjtpo.org.

- A well-written cover letter
- A resume (no more than two pages)
- Three references that can speak to the qualifications referenced within the resume. Please note that references will not be contacted until after a first interview is conducted.
- Example(s) of work should demonstrate analytical writing skills in addition to proficiency with manipulating, analyzing, and displaying information. A brief description of the work product should be included. If work was developed collaboratively as part of a team, the description should include the role of the applicant in the development of the product.
- A list of tools and software packages, etc. with which you are familiar and indicate the degree of familiarity.
- An unofficial transcript or copy of the degree certificate for each degree you hold.

Posting End Date:

All application materials must be received via email at careers@sjtpo.org to be considered for the position. The initial application period will remain open until **Wednesday, June 7, 2023**. If a suitable applicant is not found, the position will remain open until filled.

Disclaimer:

This job description is not intended, nor should it be construed to be, an exhaustive list of all responsibilities, duties, skills, or working conditions with a particular job. It is intended to be only a general description of the principal requirements common to a position of this type.