



South Jersey Transportation Planning Organization

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

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Position Available – Assistant Planner (Resiliency & Transit Planning)

The [South Jersey Transportation Planning Organization \(SJTPO\)](http://www.sjtpo.org) is seeking a recent graduate or an early career professional for a full-time position. Responsibilities include advancing SJTPO's initiatives in resiliency; supporting the advancement of public transit, especially for the transit-dependent population; supporting SJTPO's performance-based planning efforts, including data collection and analysis, as well as review and evaluation of new targets; researching, drafting, and implementing the region's long-range Regional Transportation Plan (RTP); as well as supporting a variety of consultant-led technical studies.

The position will report to the Program Manager of Regional Planning and Systems Performance. 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 \$56,000 to \$62,500 (Range 6), 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, 12 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:

- **Public Transit/Human Services Transportation:** The position will assist in the development of SJTPO's [Access for All Transit Plan](#). This will include working with NJ TRANSIT as well as county and non-profit transit agencies to assess the feasibility of implementing recommendations of the Access for All Transit Plan. The position will also assist with the review and evaluation of applications submitted under various Federal Transit Programs.

- **Resiliency:** The position will assist in the advancement of SJTPO's resiliency planning initiatives under the supervision of the Program Manager of Regional Planning and Systems Performance and in coordination with other SJTPO staff. This may include analyzing data; assisting with the development and implementation of SJTPO's Regional Vulnerability Framework and Assessment; working with subregions and municipalities to assist in the development of specific resilience projects and, the inclusion of vulnerability assessments in their master plans. The position may also attend meetings and serve on working groups associated with developing resilient strategies and projects.
- **Performance-Based Planning:** The position will work with the Program Manager of Regional Planning and Systems Performance to advance SJTPO's performance-based planning efforts. This may include drafting federally-required performance reports and related status reports; assistance with the evaluation of federally-mandated targets for the SJTPO urbanized area(s); assistance in establishing and evaluating new greenhouse gas (GHG) emissions reduction targets; acquiring and analyzing performance data to assess progress towards meeting RTP goals; and researching and analyzing new datasets for incorporation into SJTPO's performance-based planning process. The position may also include assistance with the development and implementation of SJTPO's federally mandated [Congestion Management Process](#) (CMP) and updating SJTPO's Regional Indicator report.
- **Regional Transportation Plan (RTP) Development and Implementation:** The position will conduct analysis to support the development and implementation of SJTPO's [Regional Transportation Plan](#). Related activities will include working with member agencies in soliciting critical needs and projects; updating and ensuring progress is made on the Five Critical Issues; and tracking performance of the transportation system towards meeting the goals established within the RTP.
- **Research:** The position will be responsible for research to include programs and funding streams within the current [Infrastructure Investment and Jobs Act \(IIJA\)](#) and other significant legislation. As new regulations continue to be developed regarding the implementation of these programs, the position will be asked to research these new programs and other federal legislation that guides much of the MPO activities and recommend strategies for SJTPO to initiate.
- **Technical Program Support:** The position will assist the Program Manager of Regional Planning and Systems Performance to administer and manage consultant-led technical studies. Tasks will likely include reviewing project deliverables, attending meetings with consultant teams and stakeholders, and helping to ensure adherence of technical studies to both project budget and timeline.
- **Other:** The position will involve outreach with planners and engineers at the city and county levels, as well as officials at State and Federal levels. Demonstration of strong communication skills and the ability to collaborate with project stakeholders, both at in-person meetings and via correspondence is required. The position will also assist in regional and/or local planning initiatives, especially those that may have arisen due to the passage of Federal legislation. 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.
- 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.
- Proficiency with ArcGIS software is desirable, including data manipulation and analysis.
- Must be comfortable with analyzing technical data, including Census and transportation/traffic data.

- 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, environmental science, or a relevant alternative with a master's degree strongly desired.
- One year of experience in planning is desired which could include an internship or cooperative education 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 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.