

## Planning Programmer Position Opening

*Do you want to be a part of a great transit development team in a vibrant, growing community? Do you value collaboration, creativity, sustainability, and public service? Do you want to use your finance and budgeting skills and urban planning knowledge to help shape transportation?*

Valley Regional Transit seeks a team-oriented Planning Programmer with skills and experience in capital planning and budgeting. Reporting to the Chief Development Officer (CDO), the Planning Programmer is responsible for developing and maintaining the five-year service and capital Transportation Development Plan and developing budget requests of financial stakeholders. These activities are essential to both near-term budgeting and coordinating long-term financial strategies.

### The ideal candidate is:

- Highly organized and able to schedule projects in alignment with transportation plans.
- An excellent communicator, with the ability to communicate complex information while engaging and collaborating with stakeholders, and other transportation team members.
- Experienced in budgeting, finance, and cost estimation for capital projects.
- Able to prioritize and take in pertinent information to make decisions for timelines, budgeting and programming.
- Passionate about mobility and sustainable public transportation.

### Responsibilities:

- Revenue programming: Facilitates forecasting & programming of all revenues for near-term and five-year service and capital plans as documented in the Transportation Development Plan (TDP)
  - Supports competitive grant applications by identifying potential local funding sources/opportunities, compiling project data etc.
  - Supports yearly grant applications for other formula funding of which VRT is not a direct recipient, e.g. 5339 Small Urban, Transportation Alternative Program etc.
- Project identification: Facilitates the adaptation of projects from long range strategic plans to five and ten-year service and capital work plans.
  - Continuously updates, maintains and improves five-year service and capital plans (TDP)
  - Supports Transit Asset Management (TAM) analysis on an annual basis
  - Supports project working groups in project development and scheduling
- Project prioritization: Facilitates project prioritization for near-, mid- and long-term programming
  - Works with project managers and finance to track projects and impacts on five-year service and capital improvement plans
  - Supports managers in the creation of objectives, metrics, and measures for informed decision making
- Cost estimation: Compiles cost estimates for service and capital projects at the planning level for use in budgeting and programming
  - Identifies financial risks of projects in the service and capital work plans

- Annual budgeting: Participates in annual expense and revenue budget development
  - Participates in annual expense budget development and revenue allocation
  - Develops annual, predictive, and scenario based funding requests for partners
  - Supports budget managers in revenue forecasting
  - Analyzes project scheduling and budget impacts
  - Liaison to regional organizations and local governments in support of revenue programming and budgeting functions in the organization
- Supports planning activities and creation of outreach materials
- Interacts with and presents information to stakeholders
- Responds to general public inquiries
- Establishes and maintains cooperative working relationships with others
- Maintains a professional and courteous demeanor at all times
- Conducts other duties as assigned

#### Minimum Qualifications:

- Bachelor degree in transportation planning, public administration, finance or a related field
- 2+ year's relevant experience or an equivalent combination of experience and training
- American Institute of Certified Planners (AICP) certificate is preferred
- Knowledgeable of Federal and State regulations as related to transportation planning
- Knowledgeable in long- and short-range transportation planning
- Understanding of Federal, State, and local government structures
- Understanding of planning, budgeting, project management/scheduling
- Understanding of transit planning principles and practices
- Skilled in technical writing methods
- Knowledgeable in Land use planning
- Understanding of local and regional plans
- Ability to present technical information in a public group format
- Ability to communicate effectively orally and in writing
- Ability to operate a computer and related engineering and business software
- Ability to analyze and compile technical and statistical information
- Ability to facilitate different interest groups and provide conflict resolution
- Possession of a valid Idaho driver's license

#### Salary Information:

- Starting salary range: \$59,000 - \$68,000 depending on experience.
- Full Salary Range for Position: \$58,589.70 - \$82,714.87

**Location:** Meridian, Idaho, with flexible/hybrid remote work options

#### Excellent benefits package includes:

- Health, dental, and vision insurance
- Holiday pay, sick, and vacation leave
- State retirement plan (PERSI): pension and optional 401(k) (see <https://www.persi.idaho.gov/> for more information!)

#### Employment Type:

- Full-time, exempt

**To Apply: Submit Cover Letter and Resume to [vrtjobs@thompsonconsulting.com](mailto:vrtjobs@thompsonconsulting.com)**

*Valley Regional Transit is an equal opportunity employer.*