



South Jersey Transportation Planning Organization

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

Leonard Desiderio, *Chairman*

Benjamin H. Laury, *Vice Chairman*

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Executive Director

John W. Risley, *Secretary/Treasurer*

Position Available – Assistant Planner/Engineer

The [South Jersey Transportation Planning Organization \(SJTPO\)](http://www.sjtpo.org) is seeking an entry-level professional for a full-time position to conduct project-oriented planning activities to support the implementation of transportation projects in the SJTPO region. The position will report to Andrew Tracy, Transportation Engineer. SJTPO anticipates the position to begin on or around June 19, 2017.

The salary range is \$46,000 to \$52,000 (Range 5) depending on qualifications and experience. New employees are generally hired at or near the starting salary and may be eligible for merit increases each year upon receipt of a satisfactory performance evaluation. The SJTPO offers a full benefits package including medical and dental insurance, optional deferred compensation plans, paid time off, and membership in the New Jersey State Pension System.

Responsibilities:

- **Project Development:** The position will conduct analysis and prepare reports that support the development and implementation of transportation projects by SJTPO-region cities and counties. Project development activities will support projects such as roadway improvements, traffic signal improvements, safety improvements, and other transportation projects.
 - **Research:** The position will review the available research literature to determine which types of transportation projects may be effective in the SJTPO region, ensuring the projects selected for funding are informed by the state-of-the-practice.
 - **Analysis:** The position will conduct analysis and write reports to support project development. Examples of analysis activities may include corridor studies, traffic simulation modelling, before-and-after studies, concept development planning, problem statements, alternatives analysis, and similar activities.
 - **Collaboration:** The position will work closely with planners and engineers at both the city and county level. Demonstration of strong technical communication skills and the ability to collaborate with project stakeholders both at in-person meeting and via correspondence is required.
 - **Project selection:** The position will assist in the selection of projects and studies. Project development activities are intended to promote efficient project selection and to prepare high-quality projects for federal funding programs such as the Highway Safety Improvement Program (HSIP) and the Congestion Mitigation and Air Quality Improvement (CMAQ) Program.
- **Capital Programming:** The position will assist in the development of SJTPO's Transportation Improvement Program (TIP), which is a list of upcoming transportation projects and their funding sources. Responsibilities may include attending project status meetings, updating project status spreadsheets, maintaining TIP database, and producing the biennial TIP document.
- **Other:** The position will also assist in other statewide or regional planning initiatives, including assistance with the Local Safety and CMAQ Programs, development of SJTPO's Regional Transportation Plan. Fieldwork and travel will be required.

Candidate qualifications:

- Candidates must be able to demonstrate excellent written, verbal, and technical communication skills.
- Ability to work independently to conduct analysis and write reports with minimal direct supervision and to work as a member of a team.
- Must be well versed in using Microsoft Office, including Word, PowerPoint, and Excel.
- Proficiency with Microsoft Access is strongly desired, including experience in database management and conducting queries.
- Experience with engineering, planning, or geographic software is desired, but not required
 - Traffic microsimulation software, such as Trafficware Synchro and SimTraffic
 - Travel demand modeling software, such as Citilabs Cube
 - Geographic Information System (GIS) software, such as ArcMap
- Previous experience is not required; however, some experience relevant to the position is desirable. This can include full-time professional positions, internships, assistantships, or major projects that have vetted your ability to develop quality work both independently and with a team.
- Must have a bachelor's degree. Master's degree is desired. Degrees may be in planning, engineering, or another subject relevant to the job as described.
- Must have a valid driver's license.

How to Apply:

Please submit the following materials via the SJTPO Careers page at www.sjtpo.org/careers using the online "Apply for the Position" form. Alternatively, you may also mail materials to South Jersey Transportation Planning Organization, 782 South Brewster Road, Unit B6, Vineland, New Jersey 08361, Attn.: Andrew Tracy.

- A well-written cover letter
- A well-written resume (no more than two pages)
- A list of tools and software packages, etc. with which you are familiar and indicate your degree of familiarity
- Three references that can speak to the qualifications referenced above

Posting End Date:

This posting will close on Thursday, April 13, 2017. All materials must be received within that timeframe. No application materials received after that date will be considered.

SJTPO is an Equal Opportunity Employer.

Please note that any successful applicant must be able to provide evidence of his or her ability to work in the United States, and that where appropriate for the position, applicants may be required to submit tests and/or examinations, which are related to the job for which the application is made. Where appropriate for the requirements of the position, these tests will include a physical and/or drug test, and fingerprinting.