



DATE: September 20, 2023

POSITION: Transit Planner/Policy Analyst

SALARY: This position offers a competitive salary and benefits package, dependent upon qualifications and experience. The expected starting salary for this position is \$80,000 to \$100,000

BENEFITS: BMC participates in the State of Maryland’s benefits program, including comprehensive healthcare, dental, and life insurance options. BMC provides a highly competitive package of additional benefits including guaranteed contribution to deferred compensation programs, optional telework, state holidays, and vacation/personal leave.

DESCRIPTION: The Baltimore Metropolitan Council (BMC) is a quasi-governmental, non-profit agency serving the Baltimore region. Our board of directors includes the Mayor of Baltimore and the elected executive officials from the six surrounding counties.

During the 2023 legislative session, the Maryland General Assembly established the Baltimore Regional Transit Commission (BRTC) to provide specific guidance and analysis to the Maryland General Assembly and Governor on the Maryland Transit Administration’s transit service in the Baltimore region and ensure coordination with the region’s Locally Operated Transit Services. The BRTC will be staffed by BMC.

BMC is seeking a highly motivated and qualified transit analyst/planner to help manage and support the BRTC members and Board Administrator in their duties.

BMC is team-oriented, collaborative environment that brings together staff and partners with a wide array of skills to develop creative solutions. Work is performed in accordance with broadly defined objectives and professional standards along with independent judgement, subject to review and guidance from the Senior Transportation Planner/Board Administrator during progress and upon completion.

SPECIFIC DUTIES: This position involves coordinating with operators of transit services in the region (i.e. MDOT-MTA and Locally Operated Transit Systems) to gather information to understand program parameters, constraints and opportunities. Duties may include conducting transportation data analytics and cost research, critically interpreting transit



programs and policies, preparing reports on capital projects and operational or financial metrics, and tracking and developing metrics for transit analysis.

Typical duties will include:

- Acting as a liaison between the BRTC, local governments, and transit agencies in the region, including the Maryland Department of Transportation - Maryland Transit Administration, RTA of Central Maryland, Harford Transit LINK, Carroll Transit System, Baltimore CountyRide, Annapolis Transit, the Charm City Circulator, and Queen Anne's County Ride.
- Monitoring and analyzing FTA required transit performance-based data and planning efforts for the BRTC.
- Assisting in the coordination, implementation, and management of short-term transit-related projects by tracking project progress, goals, and deliverables.
- Monitoring the Federal Register and FTA Circulars for FTA funding opportunities and regulatory requirements.
- Organizing tours and workshops to inform BRTC members on the transit system and other issues affecting the region.
- Overseeing the work of consultants retained to work on transit projects.
- Performing analysis of budget proposals to assess impact on transit service and transit system performance and other metrics.
- Performing data and statistical analysis of transit services to assess system performance, ridership trends, and other metrics.
- Work with the BMC Transportation planners to support tasks, particularly as related to transit.

NECESSARY SKILLS:

- Ability to effectively communicate complex information, both verbally and in writing;
- Ability to organize and facilitate effective meetings, prepare and give presentations;
- Prefer some experience with GIS, data analysis, and visualization;
- Ability to establish and maintain effective working relationships with partner agencies, the public, and stakeholders;
- Ability to derive insights and meaningful interpretation of data by performing analyses on various sources;
- Sensitivity to cultural, socioeconomic, and political issues in the community;
- Ability to work independently and in a team environment;
- Innovative and proactive problem-solving and critical-thinking skills;
- Ability to organize and prioritize multiple tasks.



MINIMUM QUALIFICATIONS: Requires a Bachelor's Degree from an accredited college or university in city/regional/transportation planning, engineering or a related curriculum, plus five years of transportation planning experience. A Master's Degree may be substituted for one year of experience.

PREFERRED QUALIFICATIONS: Strong background in multiple aspects of transportation planning and policy development, with strong preference for experience with MDOT and/or local DOTs in the Baltimore region. Experience coordinating with local, regional, state, and federal government organizations. Ability to organize and coordinate multiple projects and assignments and establish priorities which accurately reflect the importance of the job and accomplish BRTB goals and objectives. Experience working with multiple governmental agencies as well as large community groups, elected officials, residents, business groups, and associations is preferred.

TO APPLY: Send cover letter and resume to Kathy Renzi, via email to (krenzi@baltometro.org) or mail to Baltimore Metropolitan Council, ATTN: Kathy Renzi, 1500 Whetstone Way, Suite 300, Baltimore, MD 21230. Position will remain open until filled.

BMC is an EOE/M/F/H. BMC does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

Please Note: BMC is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees; all sponsorship fees must be assumed by the potential employer.