



**TRANSIT PLANNER POSTION  
DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
OPEN UNTIL FILLED**

**SUMMARY OF DUTIES:**

This position performs under the DART Planning Director and requires frequent contact with employees, the general public, federal, state, and local agencies, various boards, commissions, and committees. This position performs professional and technical transit planning work focusing on both short and long range planning, facilities planning, assist in budget planning and special project planning. Major duties performed by the Transit Planner:

- Planning work focusing on both short and long range transit planning, facilities planning, and special project planning.
- Develop service schedules and implement service plans.
- Familiar with FTA Very Small Starts Program and Alternatives Analysis requirements.
- Maintain DART's bus stop database and coordinate bus stop installations and maintenance.
- Gathering, analyzing, and reporting transit statistical data.
- Assist in budget preparation.
- Provide Transit representation and perspective to various groups and agencies.
- Supervise consultants/contractors/technology developers on various planning and special projects.
- Coordinate with other jurisdictions, agencies, businesses, boards, the public, other DART departments regarding transportation and land use plans, policies, proposed land development, and transit impacts.
- Monitors and evaluates the efficiency and effectiveness of service delivery by applying computing database skills and statistical methods to existing DART operation data sources including the AVL system and GFI Farebox.
- Performs a variety of studies regarding routing design, passenger travel surveys and market research analyses to recommend service improvement ideas.

**QUALIFICATION GUIDELINES:**

- A BS/BA degree in urban and/or transportation planning, geography, public administration or a related field.
- A minimum of three years of progressively responsible work experience in public transportation areas is highly desired.
- The ability to communicate effectively orally and in writing is a must. Strong organizational and analytical skills are essential.
- Must be able to work independently managing complex projects with multiple, third-party consultants, budgets, and deadlines. Must be able to establish project goals, lead collaborative project planning efforts, and successfully transition completed activities to operating personnel.
- Proficient with Microsoft work environment software including Excel, Access and Power Point.
- Applicants should have a solid understanding of transit planning practices as it relates to bus operations, ridership analysis and land use integration.
- Knowledge of and/or experience with transit technology including passengers counting system and automatic vehicle location technology, a strong plus.
- Experience performing spatial data analysis and mapping presentation using ArcGIS, a plus.

**For consideration, interested candidates should submit a resume and cover letter along with salary requirements to:**

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1100 DART Way Des Moines, Iowa 50309  
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