

*JOB ANNOUNCEMENT *

PLANNING TEAM LEADER Grade 27

DUTIES: Manages transportation planning projects and programs which could include but not limited to: Alternatives Analysis (AA's), TLCI projects, RTA Strategic Plan Updates, Station Area and TOD planning activities as required by RTA. Prepares analysis including mapping graphics on projects as required. Completes regulatory compliance actions required by funding agencies. Assists in the development of grant applications for funding. Insures community relations and marketing efforts take place. Performs other duties of a similar nature as may be required.

MINIMUM REQUIREMENTS: Applicant must have a minimum of a high school diploma or its GED equivalent. A Bachelor's degree is preferred in Business Administration, Business Management, Marketing, Planning or a related area of concentration. Applicants must have four (4) years of experience performing Project Management responsibilities including: planning, directing and coordinating activities of a designated project, ensuring time frames and funding parameters were met, addressing staffing issues and demands, assuring parameters and procedures for project completion were set and successfully accomplished, ensuring the allotment of available resources were obtainable, etc. Applicants must have excellent oral and written communication skills and must also have strong PC skills in a Windows environment, using word processing, spreadsheet and database applications, preferably Word, Excel and Access. Applicants must have knowledge of Total Quality concepts, including process improvement and problem solving techniques. Experience in transportation planning is preferred but not required.

SALARY RANGE: \$53,453 - \$70,826

FILING OF RESUMES: Resumes must be received in the Human Resources Department of the Greater Cleveland Regional Transit Authority by e-mail: jobs@gcrta.org, fax (216) 781-4483, or mail to 1240 West 6th Street, Cleveland, Ohio 44113. **Resumes will be accepted until position is filled.**

SELECTION PROCESS: This is a non-bargaining exempt level position. Merit system rules do not apply. No Eligible list will be established. The selection process will include one or more components to demonstrate applicants' knowledge, skills and abilities in job related areas. These may include exercises such as practical demonstrations, written communications, oral interviews and/or competency assessments.

AN EQUAL OPPORTUNITY / ADA EMPLOYER / A DRUG FREE WORKPLACE

Job Grade: 27
Date: November 10, 2011
Job Announcement No.: 2011-137

Website: www.rideta.com
Email: jobs@gcrta.org

RTA