



**TAHOE REGIONAL PLANNING AGENCY**

**JOB TITLE:** Senior Transportation Planner/Associate Transportation Planner  
**DEPARTMENT:** Transportation and Long-Range Planning  
**FLSA STATUS:** Non-Exempt  
**REPORTS TO:** Principal Transportation Manager  
**PAY RANGE:** PL2 (Associate): \$61,830 - \$100,880 / PL3 (Senior): \$68,469 - \$111,713  
**HIRING RANGE:** PL2 \$61,830 - \$91,117 / PL3 \$68,469 - \$100,902

**TAHOE REGIONAL PLANNING AGENCY**

The Tahoe Regional Planning Agency (TRPA)—created in 1969 by a Compact between the states of Nevada and California, then ratified by the U.S. Congress—protects and restores the environment of Lake Tahoe. The Agency is the nation’s first and oldest Bi-State regional environmental authority. TRPA is a one-of-a-kind organization; not purely federal, state, or local, but a unique hybrid organization. The Agency works at the intersection of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.

The Bi-State Agency is charged with regional planning, development and redevelopment oversight, implementation of environmental protections, and restoration programs for the Region. TRPA has both planning authority and the land use regulatory authority to implement and enforce regional-scale plans. Agency executives, managers, and employees lead programs that weave together science, policy, public and private financial investment, and collaborative partnerships as foundations critical to Lake Tahoe’s long-term preservation. Agency staff functions at the complex crossroad of environmental protection, land use planning, and real estate development in a highly sensitive environment.

In support of TRPA’s role in planning transportation for the Lake Tahoe Region, the Tahoe Metropolitan Planning Organization (TMPO) was created in 1999 by the Governors of California and Nevada as a Metropolitan Planning Organization (MPO) under federal law. One of the primary purposes of the TMPO is to coordinate transportation planning activities in the Lake Tahoe Region in a comprehensive, and inclusive process. As with all federally designated MPOs, this is primarily done through planning and financial programming activities. The primary products required of MPOs are a Regional Transportation Plan, Transportation Improvement Program, and an Overall Work Program. The TMPO Governing Board is comprised of the fourteen voting members of the TRPA Governing Board, and a voting representative of the United States Forest Service, Lake Tahoe Basin Management Unit.

**ESSENTIAL FUNCTIONS OF THE SENIOR/ASSOCIATE TRANSPORTATION PLANNER**

There are up to two positions available to be filled at either the Associate or Senior Planner level. Under the general direction of the Principal Transportation Planner, this position will develop and/or coordinate regional plans, projects, and programs that implement the transportation planning program. This position will work closely with internal departments and external partners, including local jurisdictions, local transit agencies, California and Nevada departments of transportation and other agencies that implement projects.

Collaboration is essential for success and will require frequent interaction with the public, local jurisdictions, non-profits, and various other partners to carry out the MPO transportation planning process. The ability to work in a dynamic planning environment while ensuring projects and programs support regional transportation goals and policies is required.

The Senior/Associate Transportation Planner responsibilities may include:

- Leading (Senior) or assisting (Associate) with the preparation of regional transportation plans, forecasting used to support transportation planning and analysis, multi-region coordination, sub-regional corridor planning, and demand management programs;
- Implementing transportation planning tools and techniques including administering MPO regional funding programs, grant preparation and implementation, oversight of the transportation improvement program, and associated project tracking;
- Coordinating measuring and monitoring of the transportation system, including analyzing transportation data and reporting on regional and federal performance measures; and
- Additional responsibilities may include plan writing, grant writing, research, contract and budget management, and supervision (Senior)

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### **SPECIFIC RESPONSIBILITIES OF THE SENIOR/ASSOCIATE PLANNER**

- Review plans and projects for consistency with the Regional Plan and Regional Transportation Plan.
- Support planning initiatives such as Regional Transportation Plan (RTP) development and specific supporting plans like the Active Transportation Plan and Equity Plan. This may include presentations to committees and TRPA governing board.
- Establish and oversee data protocols to support regional plan transportation policies under development, the monitoring program, and federal and state DOT coordination related to transportation performance data.
- Support (Associate) and organize/lead (Senior) public outreach and engagement for various transportation projects and programs.
- Manage multiple assigned projects/tasks including effectively scheduling, planning, and prioritizing work.
- Act in a manner consistent with TRPA's goals and objectives as developed by the Governing Board, while providing service of the highest level to our customers- both internal and external.
- Build and maintain strong relationships with local jurisdictions, environmental organizations, business interests, and other agencies.
- Use sound judgment to determine when to make independent decisions and when to seek direction from management or other staff.
- Work on special projects or perform other duties as required.

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### **JOB REQUIREMENTS AND QUALIFICATIONS**

#### **Education/Training and Experience**

Candidates must have a bachelor's degree in transportation planning, urban planning, environmental science, or similar combined with program management and/or data collection and monitoring, or similar discipline plus six or more years directly related experience for Senior level and three or more years for Associate level. A master's degree in a related field can substitute for two years of directly related experience. Supervisory experience is desired for the Senior level position.

The successful applicant for this position must have knowledge of transportation planning, federal and state transportation requirements, experience in program management, and a firm knowledge of local agency, community, and stakeholder outreach processes. Working knowledge of computer software programs, including Microsoft Office, internet applications, and transportation modeling tools is a plus. Effective oral and written communication, interpersonal, and collaboration skills to build partnerships with the local jurisdictions and state and federal agencies are critical.

## Knowledge and Skills

- Program / project funding, implementation, management, facilitation, and leadership skills.
- Comfortable with public outreach, energetic, and can-do attitude.
- Able to educate and build consensus from a variety of stakeholders.
- Continuous improvement mindset.
- Strong critical thinking skills.
- Strong oral and written communication skills.
- Ability to prepare and conduct high quality public presentations.
- Familiarity with federal and state planning and programming requirements is desired.
- Stays current on recent developments, literature, and sources of information related to transportation planning.
- Strong skills in working collaboratively across divisions, departments, and with community members.
- Strong organizational, data and time management skills and situational awareness.
- Working knowledge of TRPA transportation planning documents.
- Working knowledge of local stakeholders, transportation issues, and economic drivers.
- Ability to set and manage budget, volunteers, and consultants.
- Strong skills in analyzing scope, schedule and budget of transportation programs and projects
- Proficient in Microsoft Office (Word, Access, Excel).
- Modern office methods, practices, procedures, and equipment including computer hardware and software necessary for word processing, spreadsheet, graphic programs (knowledge of Adobe Suite programs like Illustrator and Photoshop is a plus).
- Knowledge and proficiency using GIS programs is desired.
- **\*\*The majority of our office is currently working remotely, but this position is expected to be in the office for a portion of each week, attend in person meetings around the region, and conduct outreach in the field. Evening and weekend work may be required from time-to-time.**

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## CORE COMPETENCIES

- Self-Development
- Critical Thinking and Continuous Improvement
- Collaborative Relationships and Teamwork
- Initiative and Results Focus
- Communication
- People Leadership
- Agency Leadership

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## AGENCY BENEFITS

The TRPA has a generous benefit package and includes the following:

- 27 days of Paid Time Off (PTO) per year for personal time off, with step increases up to 35 days after sixteen years of employment
- 13 days of paid holidays annually
- Retirement Program. The Agency has three Retirement Plans:
  - Money Purchase Plan. In lieu of Social Security, the Agency contributes a dollar amount equal to 8% of the employee's annual salary toward retirement. This plan has immediate participation and 100% vesting.
  - Supplemental Plan. The Agency contributes approximately 5.54% of the employee's annual salary toward retirement.
  - 457(b) Deferred Compensation Retirement Plan (Voluntary). Employees can contribute up to the maximum allowed by the IRS.

- Group Health Insurance. The Agency contributes 100% of employee only coverage (and subsidized dependent coverage) for our Medical (PPO, HSA), Dental, and Vision Care Plans
  - Employer Paid Life Insurance and Short-Term Disability Insurance
  - Long-Term Disability Insurance (Voluntary)
  - Medical and Dependent Care Flexible Spending Accounts (Voluntary)
  - Flexible work schedules
  - Transit / commuter passes
  - Dog friendly office - bring your dog to work!
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### APPLICATION PROCESS

- Please visit our website at <https://www.trpa.gov/contact/employment/> to read more about our Agency and to complete an employment application through our Career Center. Within the Career Center site, select the "Apply for Job" link. Please attach a resume of your qualifications, and cover letter describing your interest in the position in one document when you are completing the application.
- RECRUITMENT COMMUNICATION: Human Resources may contact you at various stages of the recruitment process if you meet the qualifications for the position. This contact will be via email or phone only. Please make sure your email address and phone number are accurate.
- We do not accept walk-in or hand delivered application materials nor applicant calls regarding open, pending, or closed positions.

TRPA is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

All employment is decided on the basis of qualifications, merit, and business need.