



6100 Southport Road  
Portage, Indiana 46368  
(219) 763-6060  
[www.nirpc.org](http://www.nirpc.org)

# NOW HIRING

*in Indiana's Duneland in the Chicago metropolitan area*

## PUBLIC TRANSIT & ENGAGEMENT PLANNER

### SUMMARY OF THE NIRPC:

The Northwestern Indiana Regional Planning Commission (NIRPC) is a regional council of governments serving the citizens of Lake, Porter, and LaPorte counties in Northwest Indiana (NWI). It is organized under the provisions of Indiana Code 36-7-7.6. NIRPC is also the designated Metropolitan Planning Organization (MPO) for these three counties as required under 23 U.S. Code § 134 - Metropolitan transportation planning. In its role as both the COG and MPO, NIRPC provides a forum for regional decision-making for issues relating to transportation, the environment and economic development.

### SUMMARY OF THE REGION:

NWI includes the three Indiana counties along the south shore of Lake Michigan. These are: Lake, Porter, and LaPorte Counties. The region is part of the Chicago/Gary combined statistical area (CSA). Much of NWI is closer to downtown Chicago than the suburbs in Illinois. There are excellent post-secondary educational opportunities in NWI, including: Valparaiso University, Purdue University Northwest, Indiana University Northwest and Ivy Tech Community College. Notre Dame University is located just a few miles to the east of NWI. With miles of public beaches along Lake Michigan, including the newest National Park in the US: Indiana Dunes National Park, recreational activities are fantastic.

### SUMMARY OF THE POSITION:

- **Metropolitan Transportation Plan (MTP).** Assist with the development and implementation of the MTP. Lead the development and implementation of the public transit portion of the MTP, this includes project list development and fiscal constraint analysis, etc. Lead public engagement activities for the MTP. Lead public transit MTP implementation activities.
- **Transportation Improvement Program (TIP).** Assist with the development of the TIP. Review project submissions from the several public transit agencies for inclusion in the TIP against established criteria, including consistency with the MTP, air quality conformity and fiscal constraint. Coordinate the inclusion of public transit projects in the TIP. Monitor transit projects programmed in the TIP for progress. This includes assisting with the NOFA process to select projects for funding that NIRPC awards.
- **Annual List of Obligated Projects (ALOP).** Assist with developing the ALOP. This includes leading the effort to collect information from public transit agencies.

- **Unified Planning Work Program (UPWP).** Assist with developing public transit activities to be included in the UPWP. Leads public transit planning activities as described in the annual Unified Planning Work Program (UPWP). Assist with preparation of quarterly progress reports and annual reports.
- **Public Participation Plan (PPP).** Develop and update the PPP. Monitor the development of MPO work products for compliance with PPP requirements. Monitor other NIRPC activities and processes for compliance with the PPP.
- **Special Planning Studies.** Lead special planning studies as assigned. Assist on other special planning studies as assigned.

## Expectations for the selected candidate:

- **Professional Relationships.** Develop and foster effective professional relationships. This includes staff from NIRPC, public transit agencies, INDOT, FTA, etc.
- **Communications.** Communicate effectively and in a timely manner with others both orally and in writing.
- **Federal and State Legislation and Funding and Best Practices.** Learn existing federal and state laws (i.e., statutes and regulations) affecting public transit and public engagement. Review new federal and state laws, including pending legislation. Know federal and state funding programs available for use by public transit agencies. Seek out best practices pertaining to public transit planning and programming and public engagement. Participate in the annual process to allocate FTA funds between the Illinois and Indiana sides of the Chicago/Gary UZA. Participate in the annual process to allocate FTA funds to NIRPC's subrecipients.
- **Performance Measures and Targets.** Assist with the development of Performance Measures and Performance Targets. Monitor the performance of the public transit systems in NWI. Report findings to NIRPC management and committees. Assist public transit providers with improving system performance.
- **Committees.** Develop and foster effective professional relationships with members of NIRPC committees. Develop and distribute agendas, minutes, and other meeting materials to assigned NIRPC committees. Assist with advancing public transit items to other NIRPC Committees. Participate on external committees as assigned.
- **Federal and State Compliance.** Participate in USDOT reviews of the transportation planning and programming processes and project/grant administration. Provide professional planning support to NIRPC transit compliance staff in the preparation of FTA grant applications and management of FTA grants. Review the progress being made by the public transit agencies to spend down FTA funds and report to NIRPC management and committees. Assist public transit agencies with developing plans to spend down funds when they are not making reasonable progress.
- **Public Engagement.** Serve as a lead resource at NIRPC for public engagement activities. This includes maintaining and updating the Public Participation Plan (PPP) and ensuring the public engagement activities required in the PPP are followed when NIRPC is developing key planning products, such as: the MTP, the TIP, the ALOP, etc. Assist NIRPC staff with public engagement activities on projects led by other staff members.
- **Professional Development.** Participate in personal and professional development activities and training with emphasis on public transit and public engagement. Participate in conferences and seminars pertaining to public transit and public engagement.

### ***Minimum Requirements***

- Master's Degree in urban planning or related field.
- 3-5 years professional experience with public transit planning and public engagement, preferably with a public planning agency.
- Ability to work independently with minimal supervision and as part of a team.
- Respect for public participation and local elected officials.
- Customer-oriented attitude.
- Must believe in public transit as a beneficial public service.
- Must be respectful of all people.

The successful candidate will demonstrate the following through their written resume, cover letter, and in an interview:

- Creativity and critical thinking skills
- Ability to work independently and on a team
- Good customer service to internal and external clients
- Development and maintenance of strong professional relationships
- Contributor to positive team dynamics
- Management of their time and schedule
- Communicates clearly and transparently
- Flexibility and an open mind
- Excellent attention to details and organizational skills

### **STARTING SALARY PARAMETERS:**

- Compensation will be negotiated based on experience, education, certification, and competency.
- NIRPC has a competitive benefits package, including twelve paid holidays and a flexible work schedule.

### **APPLICATION & TIMEFRAME:**

To be considered for this position, please submit all requested files to:

**Meredith Stilwell, Office Manager**  
Northwestern Indiana Regional Planning Commission  
6100 Southport Road  
Portage, IN 46368-6409  
219-254-2525

[mstilwell@nirpc.org](mailto:mstilwell@nirpc.org)

- A carefully written cover letter (single page),
- Resume (no longer than two pages), and
- Contact information for at least two professional references.

The position will remain open until filled in order to find the candidate with the best fit among professional qualifications, experience, and suitability to NIRPC's mission.

## *Wondering about Northwest Indiana?*

Called “the Affordable Shore” by the Chicago Tribune, Northwest Indiana combines an innovative spirit, beautiful Lake Michigan shoreline, and proximity to Chicago and its amenities with commuter rail access that is undergoing major expansion and service enhancements.

Northwest Indiana’s 41 communities each have their own unique character, providing everything from vibrant downtown restaurant scenes to growing arts districts to simple, small-town charm.

These communities provide Northwest Indiana with a rich but affordable quality of life, helped by a state constitution property tax cap, lower taxes than our Illinois neighbors, and lower housing costs overall within similar or better proximity to Chicago’s loop than many Illinois suburbs.

The Indiana Dunes National Park and coastal environs provide exceptional beaches, dunescapes, paddling opportunities, and access to over 150 miles of paved trails linking greenways, parks, and other recreational amenities throughout the region.