Strategic Capital Planning Associate

Summary of Duties:

Reporting directly to the Department Head, Long Range Planning, performs planning and business analysis activities in support of Metra's strategic planning efforts and other regional, corridor, and station planning studies of the Metra rail system. Participates in and executes elements of commuter rail planning studies. Performs statistical, geographic and other quantitative and qualitative analysis. Fulfills requests for data from other Metra departments and outside requestors. Researches various proposals, initiatives, and regulatory guidelines. Prepares commuter rail planning reports and completes various types of analysis. Performs other related duties as assigned to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications:

- Must possess a Bachelor's degree in Urban, Regional or Transportation Planning, Business Administration, Geography, Economics, Statistics, Applied Mathematics or related discipline.
- Knowledge of transportation planning or related area is preferred.
- Experience with quantitative methods is preferred.
- Must have hands on experience with statistical, other quantitative analyses, geographic analysis, data management or travel demand forecasting.
- Must be able to read and interpret technical materials.
- Excellent analytical, oral and written communications skills are essential.
- Must be proficient in Microsoft Office Suites.
- Must have experience with Geographic Information Systems. (GIS)

All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information:

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

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