



## **TRANSPORTATION PLANNER ANALYST**

### **SUMMARY:**

The Massachusetts Convention Center Authority (MCCA) owns and manages facility operations at the Boston Convention & Exhibition Center, the John B. Hynes Veterans Memorial Center, the Boston Common Garage and the Mass Mutual Center in Springfield. The Transportation Department directly manages and facilitates all modes of traffic that touch our property. Our number one goal is to mitigate any issues that may result in creating impacts to our surrounding streets and interstate transportation networks. The Transportation Planner Analyst will assist with the MCCA's Transportation planning efforts to ensure the safety of the Authority's staff, guests, visitors, and facilities. Work closely with a variety of internal departments, our clients and external public safety/ transportation stakeholders and agencies that have a stake in any transportation related issue in the area of our facilities

### **Essential Duties & Responsibilities:**

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation. The Authority's Transportation Superintendent may designate various other duties and responsibilities.

- Attend meetings and interact with both internal and external Transportation Department clients
- Assist with the development of all internal and external event transportation management plans in compliance with all procedures and permitting requirements.
- Develops plans and makes recommendations on all aspects of required graphic development
- Assists the Transportation Manager in the preparation reports, records and logs relating to transportation.
- Spearhead the Department on all aspects as it relates to the Authority's Green Initiatives, Social Media and innovation.
- Reviews traffic flow and the positioning of transportation personnel on event days. Suggests changes for improvement to the Transportation Manager as needed.
- Evaluate existing and proposed passenger services for Boston Convention Transportation Services (BCTS) and recommend changes to meet customer's needs.
- Evaluates BCTS data to ensure that service matches demand as closely as possible; gathers data to assist in analyzing the cost and benefits of new or improved service. The selected candidate will monitor and maintain service related data including ridership, routing, and scheduling.

### **EDUCATION/EXPERIENCE:**

Bachelor's Degree in Transportation Planning, Urban Planning, Geography, Civil Engineering, or a related field; three (3) years of experience as a transportation analyst, transit planner, logistics specialist or a similar analytical position is preferred; effective organizational, analytical, quantitative, multi-tasking and interpersonal skills; Requires a working knowledge of word processing and computer related analytical tools and databases, such as Microsoft Word, Excel, Power Point, Adobe, GIS software such as AutoCAD and Social Media outlets. Candidate must be a well-organized individual, who has the ability to prioritize projects and assignments, be a team player, possess excellent communication skills, flexibility and is committed to the MCCA's Mission. Further, the candidate must effectively communicate with regulatory agencies, community organizations and others on technical and

sensitive matters; have excellent customer service, presentation, speaking, and writing skills.

**WORK SCHEDULE:** The work schedule of this exempt position may fluctuate based on the needs of a particular event or project and the position requires the ability to work a flexible schedule including late nights, early mornings, long days, weekends and holidays. In this position the incumbent may also be required to remain available and/or on-call 24 hours per day, 7 days per week.

**Interested candidates, please submit your resume to [MCCAjobs@massconvention.com](mailto:MCCAjobs@massconvention.com)**