



# JOB OPENING

## Transportation Planning Manager

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### Position Overview

Burton Planning Services is growing, so we are looking for a self-motivated individual who is interested in being part of a dynamic team and a small business. For the available position, we are looking for a person to work on and manage a wide range of transportation planning projects for the company, as detailed below.

### Job Duties

1. **Project Management** – manage transportation planning projects, including schedules, budgets, and client relationships.
2. **Project Work** – depending on the individual's particular expertise, perform project-related work, such as report writing, field work, data analyses, meetings, etc.
3. **Business Development** – assist in marketing and proposal efforts for the company.

### Experience & Skill Requirements

- Minimum 5 years of experience; 10 years preferred.
- B.S. or higher degree in city and regional planning and/or civil engineering, or related field.
- Background in transportation planning required; preferred experience with safety studies, corridor studies, traffic analyses, access management plans, thoroughfare plans, multi-modal studies, and/or other related transportation planning studies.
- AICP, P.E., and/or PTOE preferred.
- Ability to use Microsoft Office products, Synchro/HCS, and AutoCAD/MicroStation.
- Interest in working in and growing a small company.
- Willingness to learn new skillsets and assist staff with other work as needed.
- Ability to work independently and self-motivate, organized and can multi-task.

### Position Details

- **Hours:** negotiable; full preferred.
- **Starting Pay:** negotiable, based on experience level.
- **BPS Support:** any hardware, software, insurance, expenses, training, etc. needed to perform the job will be provided.
- **Location:** flexible; opportunity to work from home.
- **Benefits:** partial benefits package forthcoming.

For more information about the company, please visit our website at [www.burtonplanning.com](http://www.burtonplanning.com).

*Please email a cover letter and resume to Kimberly Burton at [kburton@burtonplanning.com](mailto:kburton@burtonplanning.com)*