



**Job Description:
Bikeshare & Scootershare Planner**

[MetroBike, LLC](#) is an internationally known bikeshare consultancy and the first of its kind in North America, established in 2004. MetroBike is hiring a Bikeshare & Scootershare Planner at its Dupont Circle office in Washington, D.C. to assist with planning for the Capital Bikeshare system and coordinating a demonstration scootershare and dockless bikeshare pilot for local government clients.

The incumbent will work directly with senior leaders and multidisciplinary teams across multiple government bureaus and operators. This is an ideal opportunity for an early tenure self-starter with a passion for shared mobility planning who is interested in further developing their skills, while helping shape transport policy in the region.

Responsibilities include:

- **Coordinate a demonstration scootershare and dockless bikeshare program**
 - Process operator applications
 - Track and analyze system data
 - Respond to resident questions and concerns
 - Monitor program operations and operators
 - Evaluate program performance and develop reports for elected officials
 - Present program updates to civic associations, committees, and commissions

- **Coordinate new and relocation Capital Bikeshare station sites**
 - Research the feasibility of new and relocation sites
 - Work with local government bureaus, federal agencies, private property owners, and civic associations to obtain input on proposed sites
 - Coordinate the development and renewal of license agreements and permits
 - Direct the bikeshare operator on station installations, relocations, and expansions
 - Coordinate installation of signage, street markings, and delineator placement

Qualifications:

Education: College degree in planning, transport, engineering, a related field, or work experience in one of these fields. An advanced degree is a plus.

Experience: A minimum of 2 years of related experience.

Skills: Excellent verbal and written communications skills, including comfort with public speaking. Strong organizational skills. Solid analytical and problem-solving skills.

Technical competencies:

Strong computer skills using Microsoft Office, basic graphic design, and Google Earth. GIS is a plus.

Core competencies:

Understanding clients' needs and responding to requests promptly, thoughtfully, and effectively. Ability to coordinate and lead meetings, work with multidisciplinary teams.

Compensation and benefits:

The salary range for this position is \$60,000 - \$65,000. MetroBike offers generous paid time off, health insurance, a retirement plan, bike tune-up, and teleworking.

MetroBike, LLC is an equal opportunity employer. To be considered for this role, send your cover letter and resume to [hello @ metrobike.net](mailto:hello@metrobike.net). This position was opened on 3/29/19 and is open until filled.