Class Title: Transportation Planner I

Division: Transportation

Supervisor: Director of Transportation

Supervises: None

Class Characteristics: Under general administrative direction, this position provides assistance in transportation planning to staff and member committees; performs related duties as required.

General Duties and Responsibilities:

Essential:
1. Assists with development and updates of Transportation Plans.
2. Assists with maintaining transportation model.
3. Assists with development of short-range traffic and transit plans.
4. Conducts field surveys (including traffic counting) as required.
5. Maintains traffic count database.
6. Provides assistance to committee members.
7. Provides assistance to other agencies.
8. Assists with statewide transportation planning.
9. Collects and maintains data information systems.
11. Provides information and data to general public as requested.
12. Reviews documents.
13. Drafts technical reports.
14. Attends meetings relating to transportation issues.
15. Performs related duties as required.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Bachelor's Degree in transportation planning, geography, traffic engineering, civil engineering, urban planning, public administration or related field; no previous work experience requirements.
Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or demonstrated ability to learn, objectives and principles of transportation planning
2. Knowledge of research methodology
3. Knowledge of, or demonstrated ability to learn, political processes, planning principles, regulations affecting transportation, and funding sources for transportation projects
4. Knowledge of, or demonstrated ability to learn, regional land use or growth management planning methods
5. Knowledge of, or demonstrated ability to learn, methods of demographic or economic analysis related to transportation planning and programming.

Skills:

1. Skill in mathematics, computer literacy, development and use of spreadsheets, database management, computer graphics, and mapping
2. Skill to work with travel demand forecasting model operations and application procedures
3. Skill in the use of computers and other office equipment

Abilities:

1. Ability to assist in conducting corridor studies, public transit and paratransit analyses, traffic analyses, and travel demand modeling
2. Ability to conduct analyses of transportation projects and programs
3. Ability to establish and maintain effective working relationships with co-workers, committee members, elected officials, and general public
4. Ability to handle stressful situations with patience and tact
5. Ability to compile technical information
6. Ability to prepare narrative and graphic reports
ADDITIONAL REQUIREMENTS

Instructions: Somewhat general; many aspects of work are covered specifically, but also must use own judgment.

Processes: Required to occasionally consider different courses of action, or deviate from standard operating procedures in order to complete the job.

Review of Work: Work is closely reviewed initially, but often less frequently after obtaining work experience in the classification.

Analytical Requirements: Choice of standard procedures, but creativity is encouraged.

Tools, Equipment and Vehicles Used: Normal office equipment (computers, copier, telephone, fax machine, etc.), Global Positioning System; must operate vehicle as a job requirement.

Physical Requirements of the Job: Work is typically performed while sitting at desk or table in a climate controlled environment; however, outside work will be required; lifting light objects (up to 25 pounds) is a requirement of the job; must operate vehicle as a requirement of the job.

Contacts: Public and internal contacts requiring tact and diplomacy are elements of the job.

Confidential Information: Little or no use of confidential information.

Mental Effort: Heavy.

Interruptions: Few.

Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: N/A.

Certification Requirements: None.

Additional Requirements: None.

Overtime Provision: Exempt.
Salary Range: $30,000-$40,000 (dependent on experience and education qualifications)