



EL DORADO COUNTY TRANSPORTATION COMMISSION

ASSISTANT TRANSPORTATION PLANNER

FLSA – Non-Exempt

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under immediate supervision, learns to perform and performs professional transportation planning work or project development and administration; gathers and manages data related to transportation plans and programs; provides coordination with partnering agencies in the development of projects; prepares maps, graphs, models, grant applications, and reports; coordinates special projects; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Assistant Transportation Planner is the entry level class in the professional planning series that allows the incumbent to develop journey level knowledge and abilities in the field of transportation planning and/or grant administration. Initially, under immediate supervision, incumbents learn to perform and perform a variety of fundamental support activities in the areas of assignment. The classification is alternatively staffed with Associate Planner and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class. This classification is distinguished from the next higher classification of Associate Planner in that the latter is responsible for the more complex and difficult duties.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Executive Director or Senior Transportation Planner depending upon assignment. Incumbents in this classification do not routinely exercise supervision, but may serve in a lead capacity for specific assigned projects.

ESSENTIAL FUNCTIONS (include but are not limited to the following)

Learns to perform and performs professional transportation planning work and program funding/grant development and administration; gathers and manages data related to transportation programs; prepares routine maps, graphs, models, grant applications, and reports; participates in and coordinates special studies and projects.

Learns to provide and provides information and assistance to member agencies, outside agencies, and the public regarding laws, regulations, standards, policies, and procedures related to transportation plans and programs, the submission of plans, processing of applications and implementation requirements; performs field inspections; communicates and coordinates with a variety of outside agencies.

Develops and maintains statistical reporting systems; compiles, analyzes, and interprets data relating to a variety of subjects, including, but not limited to environmental conditions, socio-economic, and housing trends; collects, ensures accuracy, and enters data into various systems.

Assists in the preparation of staff reports, resolutions, proposals, grant, and funding applications, letters, public hearing notices, and environmental review documents; collects and analyzes basic data for special reports and projects; engages in citizen participation activities.

Prepares reports and maps; does drafting and illustrating for reports; performs less complex technical planning activities required for the formulation of plans and projects; assists local and state agencies with transit, bike, and roadway systems; assists in the development of both short- and long-range transportation plans; assists in the operation of the pavement management system and traffic model.

Demonstrates a basic understanding of applicable policies, procedures, and work methods associated with assigned duties; may serve as project coordinator or team leader; responds to questions and concerns from member agencies, outside agencies, and the general public; provides information as is appropriate and resolves public service issues.

Establishes positive working relationships with representatives of community-based organizations, other agencies, EDCTC management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot, and cold. The nature of the work also requires the incumbent to drive motorized vehicles.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Assistant Transportation Planner**. A typical way of obtaining the required qualifications is to possess the equivalent of a bachelor's degree in urban or regional planning, public administration, or related field.

License/Certificate

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS (KAS) *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Basic principles, practices and techniques of urban and regional transportation planning and project implementation; statistical methods and research techniques applicable to the preparation of transportation planning documents and funding requests; basic principles, practices, and methods of grant proposal writing and administration; local, state, federal, corporate, and non-profit grant and funding sources; organization, functions, and activities of local government; basic principles of mathematics; basic understanding of applicable federal, state, and local laws, codes and regulations, including C.E.Q.A.; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Learn and apply policies, procedures, and standards pertaining to the transportation planning process and funding programs; analyze basic data, recognize and interpret trends and prepare concise, clear and effective reports; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate a variety of office equipment, including a computer and variety of software applications.