



## EL DORADO COUNTY TRANSPORTATION COMMISSION

### SENIOR TRANSPORTATION PLANNER

FLSA - 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 direction, coordinates, plans, and participates in the regional planning process; works closely with the Executive Director to formulate, organize, and implement various transportation planning related functions; provides complex staff support to the Executive Director and the Transportation Commission; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The Senior Transportation Planner is the advanced journey level class responsible for the development of assigned planning programs and projects. The incumbent also has responsibility for leading and assisting in the work of assigned planning staff. This class is distinguished from the next higher class of Executive Director in that the latter has overall administrative responsibility for the entire Agency.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Executive Director. Exercises technical and functional supervision over lower level planning staff, volunteers, interns, etc.

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

Plans, organizes, and performs complex professional regional transportation planning work, including transportation planning; develops and manages planning programs; develops project agreements; identifies, writes applications and administers funding and grant projects; plans the work of and manages consultant contracts and assigned project staff.

Provides information and assistance to member agencies, outside agencies and the public regarding planning projects and programs; meets and consults with governmental officials on transportation planning related matters, including transit services, non-motorized transportation and roadways; coordinates the Commission's citizen participation process.

Assists with and coordinates the development and maintenance of the Regional Transportation Plan and Overall Work Program; makes recommendations on planning policies, procedures and programs; develops proposals for and coordinates new programs and methods for accomplishing planning goals with the Executive Director and Commission.

Prepares complex staff reports, plans and other documents; researches, collects, analyzes and presents planning data; collects complex data for special reports and projects; makes public

presentations on planning projects and programs; prepares maps and other graphic tools for presentation and inclusion in reports.

Participates in and coordinates transportation and related planning studies; works directly with and oversees the activities of consultants retained by the Agency; develops, implements and monitors federal and state long term planning documents; manages funding allocations for assigned program areas; coordinates and implements environmental review procedures; develops both short and long range transportation plans.

Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; responds to complex 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, and occasional 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. Additionally, the incumbent in this position may work outdoors in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

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 a **Senior Transportation Planner**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience in regional/municipal planning at the Associate Transportation Planner level, and 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. Possession of a certification as an American Institute of Certified Planner (AICP) is highly desirable.

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

**Knowledge of:**

Principles, practices and techniques of developing, implementing, and maintaining regional transportation plans, programs and projects; statistical methods and research techniques applicable to the preparation of transportation planning documents and funding requests; techniques for analyzing data and trends; techniques and processes involved in the preparation and implementation of long range plans; basic principles of mathematics; 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:**

Perform and oversee regional transportation projects and programs; apply policies, procedures and standards pertaining to the transportation planning process; analyze complex data and prepare concise, clear and effective reports; make public presentations; 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; follow written and oral directions;; attend evening meetings as required; 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; Operate multimedia equipment for presentations (i.e. overhead projector, PowerPoint, etc.)

