

JOB DESCRIPTION

Assistant/Associate/Senior Transportation Planner

Definition

To direct, coordinate, and conduct transportation planning and programming activities of the PCTPA including activities related to the Regional Transportation Plan, Regional Transportation Improvement Program, Congestion Management Program, Transportation Development Act, rail and transit planning, aviation systems planning, Airport Land Use Commission, Transportation Demand Management, bikeway planning, and other technical studies/projects. To manage or direct complex technical assignments such as socio-economic forecasts, travel demand forecasting, geographic information systems, demographic analysis, and revenue estimation/forecasting.

Examples of duties

- Develop and write transportation plans and programs
- Manage, direct, and organize transportation planning activities
- Coordinate planning activities with outside agencies
- Provide leadership to technical advisory committees and working groups
- Write requests for proposals and manage consultant contracts
- Analyze proposed legislation and develop written analyses and recommendations
- Develop board communications on related work activities
- Develop grant proposals for transportation funding
- Develop scopes, budgets, and timelines for agency work programs and projects

Ability to

- Organize, direct, and implement a comprehensive planning program
- Perform research, analyze data, and present recommendations on complex planning projects
- Prepare and administer a budget
- Work with outside agencies, organizations, community groups, and the general public
- Prepare and present clear and concise presentations
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships
- Use the latest in office computer software

Experience

- Assistant – 1 or more years as a planning intern with increasing responsibility
- Associate - 3 years of increasingly responsible professional transportation planning experience
- Senior - 5 years of increasingly responsible professional transportation planning experience

Training

Bachelor's degree from an accredited college or university with major course work in planning, public administration, transportation planning, or a related field. A master's degree is desirable and may be substituted for 2 years of experience.