

## TRANSPORTATION PLANNER I / II

### DEFINITION

Under general supervision, to perform professional office and field work involved in the conduct of transportation studies, multimodal planning, transit analysis, subarea studies and project development and programming; to prepare or coordinate grant applications; and to perform related duties as assigned.

### CLASS CHARACTERISTICS

Transportation Planner I is the entry-level classification in the planning series. Initially under close supervision, incumbents assist in the development of transportation projects and studies, collect and analyze data, develop reports and learn to complete basic transportation planning projects and studies. This class is flexibly staffed with the Transportation Planner II level, and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for Transportation Planner II.

Transportation Planner II is the journey level of the planning series, able to perform the full scope of general transportation planning duties required. Incumbents perform transportation planning and programming of a specialized nature, coordinate consultant studies, maintain the transportation model program, and may be responsible for managing work elements or work products of the Regional Transportation Planning Agency. Positions at this level are normally filled by advancement from the I level, or when filled from the outside, require prior transportation planning experience.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

#### *Transportation Planner I:*

- Participates in conducting planning studies, and prepares reports and recommendations regarding transportation programs.
- Assists in studies related to transportation issues, including corridor and facility planning, traffic mitigation and traffic environmental impact.
- Conducts field surveys and investigations related to planning projects.
- Coordinates, develops and/or monitors assigned transportation / transit programs.
- Researches and prepares grant applications for project / program funding.
- Uses computers and software programs for various technical planning projects and studies.

- Develops and maintains statistical reporting systems; compiles, analyzes and interprets data relating to environmental conditions, socio-economic and housing trends, and traffic conditions on a GIS database.
- Prepares a variety of written communications, including analytical reports, correspondence and drafts of revisions to plans, policies and procedures.
- Prepares maps, charts and other illustrative materials.
- Receives and responds to inquiries, requests for assistance and complaints regarding division and department projects, policies and procedures.
- Assists in promoting transportation / transit programs and services to the public.
- Represents the Regional Transportation Planning Agency and County in meetings with representatives of government agencies, professional / business / community organizations, and the public.
- Performs other general administrative / clerical work as required, including but not limited to attending meetings, preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, sending and receiving faxes, answering the telephone, etc.
- Attends meetings, seminars, conferences, etc., as appropriate to enhance job knowledge and skills.

*Transportation Planner II: (In addition to the above)*

- Assists in the more complex and sensitive planning projects as assigned.
- Provides technical support, review and oversight for consultants.
- Maintains and operates the traffic modeling system.
- Coordinates and reviews major State Highway Department projects within the County.
- Coordinates the activities of the contract operator for the County's public transit system; assists in the preparation of the system's annual budget; recommends changes in routes and fare structure; develops and implements vehicle replacement program.
- Administers grant programs.
- Reviews proposed federal and state legislation and prepares written analyses of issues affecting County operations; drafts proposed legislation and prepares recommendations for policy board positions.

- Assists in coordinating division activities with those of other divisions, departments and agencies as appropriate.
- Makes presentations to the public, boards and agencies as requested.

## MINIMUM QUALIFICATIONS

### Knowledge of:

#### *Transportation Planner I:*

Basic principles and practices of transportation planning and engineering.

Transportation funding, legislative requirements and programming policies.

Basic drafting techniques.

Grant writing procedures.

Modern office practices and technology, including the use of computers for data and word processing.

English usage, spelling, grammar and punctuation.

#### *Transportation Planner II: (In addition to the above)*

All federal, state and county laws, codes, rules, regulations and standards affecting transportation and transit planning.

County and department policies and procedures.

Transportation modeling methodology and practice.

Administrative principles and methods, including goal setting, program and budget development and implementation.

Budget and cost analysis.

Methods of research.

Planning terminology and technical report writing requirements related to planning.

Principles and practices of grant and contract administration.

Ability to:

*Transportation Planner I:*

Learn and apply federal, state and local laws, rules and regulations, policies and procedures pertaining to division programs and services.

Learn County and department policies and procedures.

Understand and follow complex oral and written instructions.

Establish and maintain effective working relationships with those contacted in the course of the work.

Represent the County and Regional Transportation Planning Agency effectively in meetings with others.

Communicate clearly and concisely, both orally and in writing.

Prepare clear, concise and competent reports, correspondence and other written materials.

Perform required mathematical computations with accuracy.

Effectively use computers for word and data processing.

*Transportation Planner II: (In addition to the above)*

Understand, interpret and apply federal, state and local laws, rules and regulations, policies and procedures pertaining to division programs and services.

Develop, implement and interpret goals, objectives, policies and procedures.

Interpret planning projects and programs to the public.

Collect, interpret and analyze field and office planning data accurately.

Perform technical planning operations and studies without immediate supervision.

Organize work tasks and assignments to ensure adherence to deadlines.

Effectively use GIS computer technology.

Prepare graphic presentation materials and effectively deliver oral and written presentations.

Education:

*Transportation Planner I and II:*

A Bachelor's degree from an accredited college or university with major coursework in planning, community development, political science or a closely related field

OR

AA or AS degree with coursework in GIS science, planning, community development, political science or a closely related field.

Experience:

*Transportation Planner I:*

None.

*Transportation Planner II:*

Two years of increasingly responsible professional planning experience at a level equivalent to the Transportation Planner I in Tuolumne County.

Other Requirements: (Both I and II levels)

Must possess a California driver's license and have a satisfactory driving record.