

KIPDA
POSITION DESCRIPTION

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 Short- and Long-Range Surface Transportation Plans.
2. May assist with maintaining transportation model, including editing/coding highway and transit networks.
3. Conducts field surveys (including traffic counting), as required.
4. Provides assistance to committee members.
5. Provides assistance to other agencies, including assisting with project development and statewide transportation planning, as needed.
6. Collects, edits and maintains data information systems, including project databases, traffic count database, and crash database.
7. Provides information and data for public, as needed.
8. Drafts, reviews and edits technical and nontechnical documents.
9. Prepares for, attends, and contributes to meetings relating to transportation issues.
10. 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; experience preferred but not required.

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: Dependent on education and experience.