

**KIPDA  
POSITION DESCRIPTION**

Class Title: Transportation Planner II

Division: Transportation

Supervisor: Director of Transportation

Supervises: None

Class Characteristics: Under general administrative direction, this position involves advanced professional and technical responsibilities in the field of transportation planning; assist senior planners as required; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Conducts transportation analyses and planning studies at various levels and contributes to the development of short- and long-range Transportation Plans.
2. Prepares data for use by other agencies in project development.
3. Assists with the performance of public transportation and paratransit planning work.
4. Drafts, reviews, and edits technical reports and presents results to partners, committees, and other groups.
5. Creates maps and other materials for presentation.
6. Provides assistance to KIPDA transportation committees and partner agencies.
7. Coordinates and attends citizen advisory and professional transportation committees.
8. Provides information and data for the public and partnering agencies, as needed.
9. Coordinates surveys, data collection, and other work conducted by interns and other staff.
10. Conducts field surveys as required.

11. Creates and/or maintains various data information systems, including a project database and other data used in tracking transportation related performance measures.
12. Assists partner agencies, including assistance with statewide transportation planning.
13. Prepares for, attends, and contributes to meetings relating to transportation issues.
14. Performs related duties as required.

Non-essential: None.

## DESIRABLE QUALIFICATIONS

Training and Experience: A Bachelor's Degree in transportation planning, urban planning, geography or closely related field. Microsoft Office skills are required. A working knowledge of GIS software and database creation and management is desired. Experience related to elements of transportation planning is preferred. Requires a demonstrated ability to carry out complex assignments.

### Special Knowledge, Skills and Abilities:

#### Knowledge:

1. Working knowledge of political processes, planning principles, regulations affecting transportation, and funding sources for transportation projects.
2. Working knowledge of regional land use or growth management planning methods.
3. Working knowledge of demographic or economic analyses related to transportation planning and programming.

#### Skills:

1. Skill in mathematics, computer literacy, spreadsheets, database management, computer graphics, and mapping.
2. Skill in the use of computers and other office equipment.

Abilities:

1. Ability to conduct corridor studies, public transit and paratransit analyses, and traffic analyses
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
7. Ability to communicate effectively, both writing and speaking

ADDITIONAL REQUIREMENTS

Instructions: Somewhat general; many aspects of work are covered specifically, but also must use own judgement

Processes: Required to occasionally consider different courses of action, or deviate from standard operating procedures to complete job

Review of Work: Review generally by supervisor

Analytical Requirements: Choice of standard procedures, but creativity is encouraged

Tools, Equipment and Vehicles Used: Normal office equipment (computer, copier, telephone, fax machine, etc.)

Physical Requirements of the Job: Work is typically performed while sitting at desk or table in a climate-controlled environment; however, some outside work is 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 requirements 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