

POSITION DESCRIPTION

Class Title: Transportation Improvement Program (TIP) Coordinator

Division: Transportation

Supervisor: Director of Transportation

Supervises: None

Class Characteristics: This position involves advanced professional and technical responsibilities in the field of transportation planning; involves supervision of work of staff in planning activities.

General Duties and Responsibilities:

Essential:

1. Manages the development and ongoing maintenance of the KIPDA Transportation Improvement Program (TIP).
2. Supervises the work of a team of Transportation Planners and/or Technicians.
3. Responsible for administering multimillion dollar Federal Transportation funding programs in Indiana and Kentucky.
4. Conducts transportation planning studies, including the collection and analysis of data.
5. Reviews laws, regulations, and other guidelines/policies to ensure conformation with them.
6. Responsible for several concurrent projects and/or programs, including the review of work of subordinate planners and technical personnel engaged in technical studies.
7. Coordinates Federal Transportation grant applications on behalf of KIPDA and partnering agencies.
8. Supervises data collection and other technical work done by other planners and provides advice and assistance as required.
9. Conducts short-range traffic studies at the area-wide, subarea, or corridor level.
10. Coordinates citizen advisory and professional transportation committees.
11. Attends and presents detailed information to public and committee meetings.
12. Performs public transportation and paratransit planning work.
13. Drafts technical reports and presents results of studies.
14. Summarizes activities for program reports and newsletters.
15. Implements new programs or projects benefiting the community.
16. Provides information and data to state and local government staff and public/private sector groups requested.
17. Meets with variety of officials on behalf of KIPDA to interpret and explain aspects of agency work.

18. Perform similar duties as deemed necessary.

Non-essential Duties: None

DESIRABLE QUALIFICATIONS

Training and Experience: Minimum of bachelor's degree in transportation planning, urban planning, public administration, geography or closely related field and five years of directly applicable experience in urban transportation planning.

Special Knowledge Skills and Abilities:

Knowledge:

1. Knowledge of the basic principles and practices of urban transportation planning, including a working knowledge of Federal transportation legislation.
2. Knowledge of regional land use or growth management planning methods.
3. Knowledge of economic analysis methods related to transportation planning and programming.

Skills:

1. Demonstrated oral presentation skills; must regularly present to committees, and on occasion to the public.
2. Demonstrated writing skills for comprehensive reports.
3. Skill in financial management, mathematics, spreadsheets, database management, computer graphics, and mapping.
4. Skill in the use of computers and other office equipment.

Abilities:

1. Ability to initiate, organize, and manage corridor studies, public transit and paratransit analyses, and traffic analyses.
2. Ability to collect and analyze data to formulate and assess the effectiveness of solutions.
3. Ability to conduct environmental analyses of transportation projects and programs.
4. Ability to establish and maintain effective working relationships with co-workers, public officials, committee members, and general public.
5. Ability to handle stressful situations with patience and tact.

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, but independent decision making is both encouraged and required.

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