



**Transportation Planner - DRAFT**

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution Number
359	Exempt	EE04- Professionals	AFSCME	06	12/08/2021	21-042

**DEFINITION:** Under direction, participates in a variety of projects, studies, and analyses in support of the District's transportation planning programs and activities. ~~This is the experienced level within the Transportation Planner series, responsible for performing transportation planning and research activities for routine to moderately complex planning projects. This class is differentiated from the Senior Transportation Planner in that the senior-level is a lead-level classification responsible for organizing, assigning, and reviewing the work of departmental and/or contract staff, and is further differentiated by the scope, complexity, and sensitivity of the assigned projects. This is the experienced level within the Transportation Planner series. There are four (4) levels within the Transportation Planner series, which are distinguished from one another by the technical complexity of the assigned duties and the level of discretion and independent judgment exercised. Positions at this level are responsible for performing transportation planning and research activities for routine to moderately complex planning projects.~~

Positions in the Transportation Planner series are flexibly staffed to meet the needs of the District. Positions at the experienced level are normally filled by advancement from the entry-level and promotion is subject to the following: (i) management affirmation that the incumbent is performing the full range of duties assigned and (ii) after gaining requisite experience and demonstrating proficiency that meets the minimum qualifications of the next higher-level classification.

This class is differentiated from the Senior Transportation Planner in that the senior-level is a lead-level classification responsible for organizing, assigning, and reviewing the work of departmental and/or contract staff, and is further differentiated by the scope, complexity, and sensitivity of the assigned projects.

**REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:**

- Participates in and conducts a variety of transportation planning studies; analyzes service delivery, route, and system-level performance; identifies transportation issues and develops recommendations for resolution; prepares written reports/briefing materials of findings; delivers presentations to the public, government agencies, elected officials, and District staff.
- Analyzes technical, demographic, economic, and financial data to assess the impact of route and schedule changes, and related service enhancements; reviews proposed development project plans for transportation impact; provides complex professional staff assistance to the department managers, other departments, and the public in areas of expertise.
- Assists in administering assigned program and project budgets; monitors cash flow and expenditures; identifies and recommends resolutions for budgetary problems; reviews and processes invoices; updates budget summaries, as needed.
- Responds orally and in writing to inquiries and requests from the public, staff, governmental agencies, advisory committees, and community groups, for information regarding existing services and funding, suggested service adjustments, and other transportation planning matters.
- Acts as a liaison for the District with a variety of private, public, and community organizations and regulatory agencies; represents the Department/District at various forums and task force meetings to explain and address transportation planning matters.
- Prepares staff reports, presentations, project information and status, and program financial information to various committees, community groups, and professional organizations regarding the District's transportation projects and programs.
- Participates on a variety of committees and task forces; attends and participates in professional groups and committees; stays abreast of new trends and innovations related to transportation planning.



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- May assist higher-level Transportation Planning staff in the areas of research, data collection, data analysis, report writing, and preparation for the more complex, long-range projects.
- May participate in the consultant selection process; review work products, ensure compliance with specifications and contract provisions, track project expenditures, reviews invoices for accuracy and consistency with contractual obligations.
- May provide technical and functional direction and training to Assistant Transportation Planners, planning interns, clerical staff, and consultants.
- Performs related duties as required.

**Knowledge of:** Transportation planning principles, concepts, standards, practices, and methodologies; principles and practices of data collection, analysis, and oral and written presentation methods; principles and practices of program and project management, including developing scopes of work, budgets and timelines; principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations; proficiency in English usage, grammar, spelling, vocabulary, and punctuation; federal, state, and local transportation funding sources; principles of transportation demand management; attractions and locations that generate patronage; cost analysis and modeling; potential service enhancements; measures of transit effectiveness for assessment and optimization of route performance; applicable federal, state and local laws governing transit operations; principles and practices of research methods and survey techniques; current software for word processing, spreadsheets, and presentation at the intermediate level of proficiency; techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations; District socioeconomic and cultural demographics; methods and techniques of communicating with diverse populations; methods and techniques of assessing community needs in assigned program area; techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff.

**Ability to:** Analyze transportation, budget, and funding issues and make oral and written recommendations for immediate, short, and long-range service enhancements and capital requirements; analyze complex technical data and reports, evaluate alternative solutions, and recommend or adopt effective courses of action; design and implement service changes; conduct cost/benefit, impact and other related technical analyses; meet deadlines; prepare written technical reports and performance documentation materials; communicate in a clear, concise, persuasive, and tactful manner to a wide variety of audiences both orally and in writing; effectively participate in a variety of outreach activities; effectively advocate and promote the use of public transit; keep abreast of current trends in the field; exercise sensitivity to socioeconomic and cultural issues; work effectively and tactfully with people on sensitive problems involving divergent viewpoints; establish and maintain effective working relationships with District staff, governmental officials, advisory committees, and community groups using principles of excellent customer service.

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major coursework in mathematics, statistics, computer applications, geography, transportation, urban planning, business, public administration, or a closely related field.

**Experience:** Two (2) years of increasingly responsible experience in transportation planning, systems analysis, or transit operations and/or scheduling including at least one (1) year that involved responsibilities at a level equivalent to the District's classification of Assistant Transportation Planner or two (2) years equivalent to the District's classification of Transit Schedules Specialist. Additional education, such as a graduate degree in one of the above disciplines from an accredited college or university may be substituted for experience on a year-for-year basis.

**License and Certification(s):** None.

**Physical Requirements:** (1) Must maintain the physical ability necessary to perform tasks in an office setting, operating computers, keyboards, and other peripheral equipment. Must maintain the physical mobility necessary to transport oneself to various locations around the District.



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**Special Requirements:** Must be willing to: (1) work outside regular business hours as required and (2) travel between the various District divisions.

**Knowledge of:** Principles of transportation planning; principles and practices of data collection and presentation and report writing; business English usage; federal, state, and local transportation funding sources; principles of transportation demand management; attractions and locations that generate patronage; cost analysis and modeling; potential service enhancements; measures of transit effectiveness used to assess route performance; applicable federal, state and local laws governing transit operations; research methods and survey techniques; current software for word processing, spreadsheets, and presentation at the intermediate level of proficiency; techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations; techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff.

**Ability to:** Analyze transportation, budget, and funding issues and make oral and written recommendations for immediate, short, and long-range service enhancements and capital requirements; analyze complex technical data and reports, evaluate alternative solutions, and recommend or adopt effective courses of action; design and implement service changes; conduct cost/benefit, impact and other related technical analyses; meet deadlines; prepare written technical reports and performance documentation materials; communicate in a clear, concise, persuasive, and tactful manner to a wide variety of audiences both orally and in writing; effectively participate in a variety of outreach activities; effectively advocate and promote the use of public transit; keep abreast of current trends in the field; establish and maintain effective working relationships with District staff, governmental officials, advisory committees, and community groups using principles of good customer service.

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major coursework in City and Regional Planning, Urban Studies, Geography, Geographic Information Systems (GIS), Public Administration, Political Science, Business administration, Finance, Economics, or a closely related field.

**Experience:** Two (2) years of increasingly responsible experience in transportation planning, systems analysis, or transit operations including at least one (1) year that involved responsibilities at a level equivalent to the District's classification of Assistant Transportation Planner. Additional education, such as a graduate degree in one of the above disciplines from an accredited college or university, may be substituted for experience on a year-for-year basis.

**Physical Requirements:** Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to conduct field studies and to attend external meetings and events.

**Special Environmental Requirements:** None.

Established Date: Revised 10/06 (Res. #. N/A)

Revision Date: 03/27/2019 (Res. #. 19-010)

Revision Date: 12/08/2021 (Res. #21-042)