

NEVADA COUNTY TRANSPORTATION COMMISSION

TRANSPORTATION PLANNER

FLSA - Exempt

These specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a position. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under general supervision of the Executive Director, performs professional transportation planning work, including independently conducting planning studies; collects and presents data, and prepares reports; attends meetings representing the Commission.

Initially under close supervision, incumbents perform the more routine current planning duties while learning the more skilled and complex work. As experience is gained, duties become more diversified and are performed under more general supervision.

DISTINGUISHING CHARACTERISTICS

The Transportation Planner is the advanced journey level position responsible for the development of assigned planning programs and projects. This position is distinguished from the next higher position of Deputy Executive Director in that the latter has additional administrative responsibility for the Agency.

SUPERVISION RECEIVED/EXERCISED

Receives direction from the Executive Director. Exercises technical and functional supervision over consultants, volunteers, interns, etc.

EXAMPLE OF DUTIES *(includes, but are not limited to the following)*

Plans, organizes, and performs complex professional regional transportation planning work; develops and manages planning programs; develops project agreements; identifies, writes applications and administers funding and grant projects; plans the work of and manages consultant contracts and assigned project staff.

Provides information and assistance to member agencies, outside agencies, and the public regarding planning projects and programs; meets and consults with governmental officials on transportation planning related matters, including transit services, non-motorized transportation, and roadways; coordinates the Commission's citizen participation process.

Assists with and coordinates the development and maintenance of the Regional Transportation Plan and Overall Work Program; makes recommendations on planning policies, procedures and programs, develops proposals for and coordinates new programs and methods for accomplishing planning goals with the Executive Director and Commission.

Prepares complex staff reports, plans and other documents; researches, collects, analyzes and presents planning data; collects complex data for special reports and projects; makes public presentations on planning projects and programs; prepares maps and other graphic tools for presentation and inclusion in reports.

Participates in and coordinates transportation and related planning studies; works directly with and oversees the activities of consultants retained by the Commission; develops, implements and monitors federal and state long term planning documents; manages funding allocations for

assigned program areas; coordinates and implements environmental review procedures; develops both short and long range transportation plans.

Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; responds to complex questions and concerns from member agencies, outside agencies and the general public; provides information as is appropriate and resolves public service issues.

Establishes positive working relationships with representatives of community-based organizations, other agencies, NCTC staff and Commission, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, and occasional standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The nature of the work requires the incumbent to drive motorized vehicles. The need to lift, drag, and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification.)*

Knowledge of:

Principles, practices, and techniques of developing, implementing, and maintaining regional transportation plans, programs, and projects.

Statistical methods and research techniques applicable to the preparation of transportation planning documents and funding requests.

Techniques for analyzing data and trends.

Techniques and processes involved in the preparation and implementation of long range plans.

Basic principles of mathematics.

Applicable federal, state, and local laws, codes and regulations, including CEQA (California Environmental Quality Act).

Methods and techniques of scheduling work assignments.

Standard office procedures, practices, and equipment.

Modern office practices, methods and equipment, including a computer and applicable software.

Methods and techniques for record keeping and report preparation and writing.

Proper English, spelling, and grammar.

Occupational hazards and standard safety practices.

Ability to:

Perform and oversee regional transportation projects and programs.

Apply policies, procedures, and standards pertaining to the transportation planning process.

Analyze complex data and prepare concise, clear and effective reports.

Make public presentations.

Perform mathematical calculations quickly and accurately.

Interpret, explain, and apply applicable laws, codes, and regulations.

Read, interpret, and record data accurately.

Organize, prioritize, and follow-up on work assignments.

Work independently and as part of a team.

Make sound decisions within established guidelines.

Follow written and oral directions.

Attend evening meetings as required.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships.

Operate a variety of office equipment, including a computer and variety of software applications.

Operate multimedia equipment for presentations (i.e. overhead projector, PowerPoint, etc.)

EDUCATION AND EXPERIENCE

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Transportation Planner. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience in regional/municipal planning at the Associate Transportation Planner level, and a bachelor's degree in urban or regional planning, public administration, or related field.

Other Requirements:

Must possess a valid Class C California driver's license.