

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 planning studies at various levels.
2. Prepares data for use by other agencies in project development.
3. Performs public transportation and paratransit planning work.
4. Drafts technical reports and presents results of studies.
5. Conducts various analyses and evaluations.
6. Creates maps and other displays for presentation.
7. Provides assistance to KIPDA transportation committees.
8. Coordinates and staffs citizen advisory and professional committees.
9. Provides information and data to general public as requested.
10. Coordinates surveys, data collection, and other work conducted by interns and other staff.
11. Assists with development and updates of Transportation Plans.
12. Assists with maintaining transportation travel model.
13. Assists with development of short-range traffic studies.
14. Conducts field surveys as required.
15. Creates and/or maintains various data information systems.
16. Assists with statewide transportation planning.
17. Conducts independent planning studies and provides technical assistance.

18. Reviews documents.
19. Attends meetings relating to transportation issues.
20. Performs related duties as required.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: A Bachelor's Degree (at minimum) in transportation planning, traffic engineering, civil engineering, urban planning, geography or closely related field. A working knowledge of GIS software, database creation and management, and Microsoft Office products 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 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 conduct 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
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

Salary Range: \$30,000-\$40,000 (dependent on qualifications)