

## **TRANSPORTATION PLANNER**

### **DEFINITION**

To research, develop, coordinate and analyze transportation planning programs and projects; to coordinate transportation planning with neighboring counties, CalTrans, the California Transportation Commission, and other agencies; to serve as Executive Secretary to the Local Transportation Commission; to assist Public Works staff with other projects and programs related to transportation; and to perform related duties and responsibilities as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Deputy Director of Public Works and the Director of Public Works.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Depending upon assignment, duties may include, but are not limited to, the following:

Develops the annual Mariposa County Overall Transportation Planning Work Program in consultation with the Technical Advisory Committee.

Develops and monitors program and project budget(s); works with affected County departments to develop annual budget requests for distribution of local transportation funds.

Applies for program funding through CalTrans, California Transportation Commission and other granting agencies.

Researches, designs, conducts financial analysis of, prepares and distributes the Regional Transportation Plan.

Works with a variety of agencies to develop and review the Regional Transportation Plan; writes the initial study and takes the plan through the environmental and public review processes.

Prepares the Regional Transportation Improvement Plan, plan amendments, and related funding allocation requests.

Coordinates transportation planning with neighboring counties, CalTrans, Yosemite National Park, Joint Powers and other agencies as appropriate.

Researches, writes and processes amendments to the County Road Circulation Policy in cooperation with the Planning Department.

Reviews traffic volume data; prepares tabular and graphic representations of results; and analyzes data to identify needed circulation improvements.

Performs the duties of Executive Secretary to the Local Transportation Commission by preparing meeting agenda items, processing correspondence and carrying out related administrative functions.

Attends and provides information during official County committee and community-sponsored meetings, including the Mariposa Town Transportation Committee and the Planning Commission.

Monitors work program accomplishments and produces monthly status reports.

Monitors the progress of planning, design and construction of state highway projects carried out by CalTrans within Mariposa County.

Monitors the performance of transit service providers within the County.

Researches, collects data for and prepares a variety of technical, analytical and administrative reports as required.

Receives and responds to inquiries, requests for assistance, concerns and complaints from various groups and individuals regarding areas of responsibility.

Performs general administrative / clerical work as required, including preparing correspondence, entering and retrieving computer data, attending meetings, copying and filing documents, etc.

Performs related duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Pertinent federal, state and local laws, regulations, codes and ordinances.

County and department policies and procedures.

Principles and techniques of project management.

Theories, principles, practices and terminology related to transportation and land use planning.

California Environmental Quality Act and practices of environmental review.

Current trends in federal, state and local transportation planning.

Statistical and research methods applicable to the collection and analysis of planning and development data.

Budget preparation and administration.

Principles and practices of grant administration.

Methods of effective technical and analytical report preparation and presentation.

Business letter preparation techniques.

Modern office practices and technology, including the use of computers for word processing, spreadsheet preparation and database management.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

**Ability to:**

Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Exercise sound, independent judgment with minimal supervision.

Perform complex, professional transportation planning work.

Perform basic design and graphics work.

Provide effective project management, and manage multiple projects simultaneously.

Prepare and administer assigned budgets.

Read, understand and interpret complex technical documents, technical drawings and plans, maps and other data.

Collect, compile and analyze technical, statistical and related information pertaining to transportation and transit planning.

Work in the field independently on a regular basis.

Coordinate projects with other departments and agencies as appropriate.

Establish priorities and work under stress to meet deadlines.

Prepare clear and concise technical, analytical and administrative reports.

Establish and maintain project files and records, including financial records.

Perform mathematical computations quickly and with accuracy.

Use computers for word and data processing, spreadsheet preparation and records management.

Make effective public presentations.

Interpret complex planning projects and programs to the public.

React professionally at all times, dealing with sensitive, political or controversial situations with tact and diplomacy.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent drives on surface streets and may occasionally be exposed to traffic hazards, construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts.

### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, bend, crouch, and reach while performing office duties and/or field inspections; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Two years of experience in transportation planning, land use planning or a closely related field.

#### **Education:**

Graduation from an accredited college or university with a Bachelor's degree in transportation planning, land use planning, geography, architecture, landscape architecture, economics, environmental studies, or a closely related field.

**OR**

**Experience:**

Four years of experience in transportation planning, land use planning or a closely related field.

**Education:**

Graduation from an accredited college with an Associate's degree in transportation planning, land use planning, geography, architecture, landscape architecture, economics, environmental studies, or a closely related field.

**OR**

A Master's Degree in transportation planning, land use planning, geography, architecture, landscape architecture, economics, environmental studies, or closely related field.

**Additional Requirements:**

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**