



Class Summary

The responsibilities of this classification include transportation planning and implementing transportation-related projects. Incumbents in this classification work independently on complex projects and/or serve as project leads to provide direction to other planners on a work team.

Distinguishing Characteristics

This classification is the third in a four-level Transportation Planner series. Incumbents in this classification are responsible for developing strategic transportation plans and programs, which involve multiple departments, agencies and/or jurisdictions and the private sector. Incumbents in this classification also may be responsible for developing highly specialized technical projects, programs or products. Incumbents in this classification work as team lead and may supervise other staff. This classification series is distinguished from the Project/Programs Manager series in that incumbents in the Transportation Planner series apply knowledge of transportation planning and related disciplines to plan and implement transportation-related projects, while the emphasis of Project/Program Manager series is on program development, policy analysis and general planning support for assigned programs or projects. The emphasis of the Water Quality Planner/Program manager classification series is in applying knowledge in water quality and environmental planning techniques for assigned programs or projects.

Examples of Duties (May vary by position)

1. Define project/program needs.
2. Prepare project scope of work.
3. Develop Requests for Proposals (RFPs) for consultant contract(s).
4. Seek alternative funding for projects. Write grant applications.
5. Select and manage contractors.
6. Lead work team in working toward assigned objectives, including ensuring that team objectives are met, assigning tasks within the group, facilitating group discussions, prioritizing work and resolving group conflicts. Analyze work team or consultant work products/reports. May establish work team.
7. Ensure that work products meet quality standards.
8. Prepare project budget.
9. Ensure that project deadlines are met.
10. Identify issues to be addressed in transportation plan.
11. Determine applicability of current policies to current and future problems.
12. Look for opportunities to develop new markets.
13. Recommend prioritization and funding of transportation improvement projects.
14. Propose new program elements.
15. Interpret current policies.
16. Develop proposed policies/procedures, ordinances, codes and other legislation.

17. Represent the County with other agencies or jurisdictions.
18. Negotiate memoranda of understanding with other jurisdictions or agencies.
19. Participate in negotiations to develop collaborative inter-jurisdictional solutions to identify problems.
20. Participate in negotiations with developers, employers and other jurisdictions to establish partnerships.
21. Co-chair or serve on multi-agency or citizen-based coalition.
22. Coordinate participation of other staff in committee meetings.
23. Seek through outreach to inform and solicit responses about project/program from others.
24. Serve as public information lead for the program/project.
25. Organize conferences and workshops.
26. May participate in process of hiring other staff and make hiring recommendations.
27. Train other staff.
28. Perform other duties as assigned.

Knowledge/Skills (May vary by position)

Knowledge of transportation planning and design principles, techniques, practices and issues, including relationship to demand management and land use

Knowledge of project management and contracting techniques and principles

Knowledge of negotiation principles

Knowledge of management information systems concepts

Knowledge of research principles

Skill in project management

Skill in policy/program analysis and design

Skill in survey design and evaluation

Skill in public relations and involvement

Skill in oral and written communications

Skill in presentation

Skill in creative problem-solving

Skill in leadership

Skill in evaluation

Skill in software

Skill in applying and presenting data

Skill in handling multiple tasks and priorities

Skill in applying transportation planning principles

Skill in strategic thinking

Skill in working with elected officials and the general public with diverging opinions and viewpoints

May require budget development and analysis skills

May require transportation modeling skills

Licensing/Certification Requirements

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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| FLSA Designation | Exempt (Administrative) |
| Levels within same series | Transportation Planner I, II, III and IV |
| Class History | Created 8/1997 Updated 2/2003 Updated 8/2007 Changed font and format |