



## **Class Summary**

The responsibilities of this classification include transportation planning and implementing transportation-related projects. Incumbents in this classification manage large projects involving multiple staff to produce transportation plans/products or serve as technical experts in their agencies.

## **Distinguishing Characteristics**

This classification is the fourth in a four-level Transportation Planner series. Incumbents in this classification develop multiple programs or plans and develop policy in the area of transportation. Incumbents in this classification must have broad expertise in many aspects of transportation planning and product, project and program development. They are responsible for supervising staff responsible for multiple programs, or alternatively, have highly specialized technical expertise and serve as a unique resource to an agency. This classification series is distinguished from the Project/Program 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. Approve scope of work for project or plan.
2. Establish work teams.
3. Seek alternative funding.
4. Establish quality standards for work products.
5. Prepare project/program budget.
6. Identify planning goals.
7. Approve staff recommendations for transmittal to division management.
8. Serve as technical expert to agency or to external decision makers such as the Metropolitan King County Council.
9. Direct work load allocation, budget preparation and other section management tasks.
10. Communicate between own and other sections.
11. Participate in preparing division budget.
12. Establish the division's direction as it relates to own section.
13. Give presentations.
14. Provide technical advice to elected officials.
15. Develop program guidelines for internal and external communications.
16. Approve printed information about the program/project.

17. Oversee staff responses to media/public.
18. Assess employees' needs and develop training plan.
19. Supervise other employees. Recommend hiring, assign work, motivate; establish performance objectives, provide performance appraisals; determine training needs, counsel employees regarding professional development; direct employees regarding policies and procedures; resolve conflicts.
20. Oversee staff involved in multiple programs and projects.
21. Establish program and project goals and objectives.
22. Define program needs.
23. Reallocate resources among projects as needed.
24. Develop new markets.
25. 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 information management system concepts

Knowledge of general government principles and practices

Understanding of national transportation issues and the state of the art in transportation planning

Skill in public relations and involvement

Skill in oral and written communications

Skill in leadership and interpersonal

Skill in collaborative, problem-solving and negotiation

Skill in presentation

Skill in motivational

Skill in strategic-thinking

Skill in managing and prioritizing multiple demands and tasks

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

Skill in persuading others to initiate actions

Skill in applying and using qualitative and quantitative analysis in decision making

May require program advocacy and promotional skills

May require skill in communicating highly technical information to lay persons

May require knowledge of management principles

May require management and supervisory skills

May require budget development 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