

## **PLANNER (TRANSPORTATION)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional and technical planning work of a complex nature which involves responsibility for assisting in preparing, compiling, and analyzing data used for a variety of transportation related projects and studies. The work is performed under the direct supervision of a higher-level administrator. Evening work is occasionally required of employees in this class. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plan and execute field assignments;

Review data related to transportation planning and mobility issues and assist with written and oral briefs;

Review and participate with the preparation of required federal and state reports (NTD & 17-a) and other required mandates for the County and municipal transportation systems;

Attend transportation and transit meetings (e.g. 511NY, Mobility Advisory Committee) in order to

Assist in the County's participation in transportation projects and mobility programs;

Assist in identifying transportation needs and make recommendations for changes;

Review availability of federal and state funding programs to increase transportation funding;

Assist with the review and coordination of agencies and municipalities plans for improved mobility (e.g. facilities, highway, transit, bicycle and pedestrian);

Assist with special projects and studies as assigned (e.g. transit highway, and safety studies).

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of transportation planning; good knowledge of the organization and operation of federal, state and municipal government; ability to perform research studies, especially as they pertain to transportation and mobility issues; ability to establish and maintain cooperative working relationships with others; ability to communicate effectively, both orally and in writing; ability to use computer applications and software appropriate to transportation planning and modeling activities\*.

### **MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree in Planning (e.g. Urban, Regional, Community), Transportation Planning, Transportation Management, Civil Engineering, Geography, or comparable curriculum and two (2) years of professional experience in transportation planning; or
2. A Master's degree in Civil Engineering, Geography, or comparable curriculum and one (1) year of professional experience in transportation planning; or
3. A Master's degree in Planning (e.g. Urban, Regional, Community), Transportation Planning, Transportation Management, or comparable curriculum.

\*To be demonstrated during the probationary period.