



JULY 2016
FLSA: Non-exempt

ASSOCIATE TRANSPORTATION PLANNER

SALARY RANGE

\$26.79 - \$37.70 Hourly
\$4,644.00 - \$6,535.00 Monthly
\$55,723.00 - \$78,416.00 Annually

DEFINITION

Under general supervision, plans, organizes, and participates in routine to difficult work of professional transportation planners related to the development of transportation plans, studies, projects, and programs for the RTPA and its member agencies; plans, develops, implements, and manages planning projects; develops and completes technical assessments, written project analyses, and performs complex technical writing and organization assignments, including presentations to management and the RTPA board; provides professional advice and assistance to the public on transportation planning projects, studies, and programs; completes applications for grants; provides complex professional assistance to the executive director and the public in areas of expertise; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the executive director. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the journey-level class in the professional transportation planning series. Incumbents are expected to perform the full range of professional and technical planning work in transportation and environmental planning activities, in addition to providing project management and administration. Positions at this level are distinguished from the assistant-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the senior transportation planner in that the latter is the advanced journey-level class in the series and is responsible for organizing and reviewing the work of other professional, technical, and/or contract staff and for training other staff, in addition to performing the more complex planning and project management activities.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and participates in a variety of routine to complex transportation plans, programs, projects, and studies.
- Serves as project manager on transportation planning and development projects, which includes performing application and plan review, coordination with project applicants and agencies, background research, environmental review, preparation of public notices and staff reports,

scheduling meetings and hearings, and participating in project implementation in conformance with approved plans, grant/loan requirements, conditions, and mitigation measures.

- Develops and presents complex transportation planning studies; conducts site and policy background research to obtain information for the preparation of staff reports, correspondence, memoranda, policy and procedure documents, and presentations to management or governing bodies; reads, interprets, analyzes, and explains a wide variety of technical documents, studies, and practices, and performs routine to complex technical writing and organization assignments.
- Conducts the research and analysis necessary to prepare technical reports, administer programs, and manage funds and resources for a variety of RTPA projects and programs.
- Prepares environmental impact analysis and related studies on construction projects and programs undertaken by the RTPA.
- Prepares grant applications for funds available under various state and federal programs.
- Reviews, analyzes, prepares comments on, and implements various rules, regulations, legislation relating to transportation and environmental impact matters.
- Participates in the development of policy recommendations, implementing actions and financial estimates.
- Ensures compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) and related environmental mandates.
- Has occasional interaction with the RTPA board, officials from the California Transportation Commission (CTC), local, state and federal agencies.
- Implements public outreach/involvement programs pursuant to RTPA procedures and environmental mandates.
- May prepare and provide presentations to the RTPA board of directors, partner agencies, private organizations and the public.
- Participates in the development of consultant requests for proposals and qualifications for professional services; assists in the evaluation of proposals; develops and reviews contract terms and amendments; ensures contractor compliance with RTPA standards and specifications and time and budget estimates; reviews and updates deliverables; analyzes and resolves problems that may arise.
- Tracks project expenditures, reviews invoices for accuracy and consistency with contractual obligations, recommends appropriate dispersals of allocated funds.
- Coordinates and facilitates meetings with task forces, working groups, and representatives of other agencies in order to discuss items of common interest, develop project study reports, and clarify project specifications, financial details, and project schedules.
- Performs funding/grant development and administration, including conducting grant research, writing proposals, and administering awarded grant funds.
- Facilitates relationships between member agencies and state and federal officials to effectively carry out the implementation and management of transportation plans, programs, and projects; ensures that procedures and information are delivered to the applicants as well as to state and federal regulators in a timely fashion.
- Conducts environmental reviews of projects; evaluates impacts to transportation infrastructure and develops mitigations of those impacts.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets transportation, social, economic, population, and land use data and trends; develops and implements recommendations; prepares written reports on various transportation planning matters; develops, implements, and administers portions of the countywide transportation plan.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a comprehensive database.
- Prepares staff reports, presentations, project information and status, and project financial information to various committees, community groups, and professional organizations about the RTPA's transportation projects and programs.
- Participates on a variety of committees and task forces; attends and participates in professional groups and committees; stays abreast of new trends and innovations related to transportation planning.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and funding sources for transportation planning and congestion management programs and projects.
- Principles and practices of program and project management.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Transportation planning principles, concepts, standards, and practices.
- Statistical research methods as applied to the collection and tabulation of data affecting public planning.
- Principles, practices, and techniques of technical writing and organization assignments and the development of presentations.
- Grant application preparation and grant administration.
- Purposes, policies, procedures and regulations of city councils, county board of supervisors, and a Regional Transportation Planning Agency or Metropolitan Planning Organization boards.
- Methods of graphic illustration and presentation.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, such as the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).
- Recent and on-going developments, legislation, current literature, and sources of information related to the operations of the RTPA.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Technical report writing, English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the RTPA in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RTPA staff.

Ability to:

- Collect, analyze, interpret, and apply data to various transportation planning projects and present technical information and data in an effective manner.
- Prepare and present planning research studies.
- Perform complex technical writing and organization assignments and develop presentations.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, codes, and regulations and RTPA policies and procedures.
- Understand the organization and operation of the RTPA and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective reports, correspondence, and other written material.
- Effectively represent the RTPA in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Make accurate arithmetic, financial, and statistical computations.
- Maintain accurate logs, records, and written records of work performed.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in transportation, urban, or regional planning, transportation/traffic engineering, or a closely related field and two (2) years of professional transportation planning experience at the level of an assistant transportation planner.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.
- Certification from the American Institute of Certified Planners within four (4) years of hire date.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.