



**JULY 2019**  
**FLSA: Non-Exempt**

## **SENIOR TRANSPORTATION PLANNER**

### **SALARY RANGE**

\$38.66 - \$54.40 Hourly  
\$6,702.00 - \$9,429.00 Monthly  
\$80,419.00 - \$113,145.00 Annually

### **DEFINITION**

Under general direction, plans, organizes, and participates in the most complex and 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 complex planning projects; directs the work of a major planning program; develops and completes technical assessments, written project analyses, and performs highly complex technical writing and organization assignments, including presentations to the RTPA board, committees, and outside parties; provides professional advice and assistance to the public on transportation planning projects, studies, and programs; completes applications for grants; provides highly 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 direction from the executive director. May exercise technical and functional direction over and provide training to lower-level staff on a project or day-to-day basis.

### **CLASS CHARACTERISTICS**

This class is the advanced journey-level class in the professional transportation planner series with responsibilities spanning the full spectrum of routine to highly complex transportation planning responsibilities. Responsibilities include managing transportation planning studies, land use and transportation programs, congestion management programs, as well as, overseeing consultant and local jurisdictional relationships. Successful performance of the work requires a broad professional transportation planning background and skill in coordinating assigned work with that of other agencies. This class is distinguished from the associate transportation planner in that it is the highest-level class in the professional planning series with project and/or day-to-day supervisory responsibility over other professional planning staff, in addition to handling the most complex and sensitive planning projects.

### **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 wide range of routine to highly complex transportation plans, programs, projects, and studies.

- Serves as project manager on transportation planning and development projects, which includes overseeing 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 monitoring project implementation to verify conformance with approved plans, grant/loan requirements, conditions, and mitigation measures.
- Manages, reviews, 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 highly 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 comprehensive 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; coordinates the budgetary oversight of transportation funding requirements to local jurisdictions and Caltrans.
- Ensures compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) and related environmental mandates.
- Has regular 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.
- Prepares and provides presentations to the RTPA board of directors, partner agencies, private organizations and the public.
- Oversees the development of consultant requests for proposals and qualifications for professional services; evaluates proposals and recommends project award; 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 complex 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 programming and administering awarded grant funds.
- Manages 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 major 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 program 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:**

- Advanced principles, practices, and funding sources for transportation and land use planning programs, studies, and projects.
- Principles and practices of program and project management.
- Basic principles of employee supervision, work assignment, direction, and training.
- Advanced principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Theories and methods related to transportation planning, travel forecasting and capacity, environmental issues, and implementation strategies.
- Principles, practices, and techniques of complex technical writing and organization assignments and the development of presentations.
- Grant application, preparation and administration.
- Contract management practices in a public agency setting.
- Operational characteristics, services, and activities of a comprehensive transportation planning program.
- Recent developments, current literature, and sources of information related to transportation planning and environmental review.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Statistical research methods as applied to the collection and tabulation of data affecting public planning and methods of graphic illustration and presentation.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the RTPA in contacts with governmental agencies, various business, professional, educational, and regulatory organizations, and with contractors and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RTPA staff.

### **Ability to:**

- Administer complex, technical, and sensitive transportation planning and related programs in an independent and cooperative manner.
- Identify and respond to issues and concerns of the public, board, and other commissions and regulatory agencies.
- Prepare complex plans, proposals, grant applications, and environmental review documents for planning projects.
- Direct and oversee the work of less experienced planning personnel.
- Prepare and present major planning studies utilizing various sources of information.
- Perform highly complex technical writing and organization assignments and develop presentations.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Research, analyze, interpret, summarize, and present technical information and data in an effective manner.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic, financial, and statistical computations.

- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs, such as transportation and air quality modeling, spreadsheets, graphics, desktop publishing, project management, presentations, obtaining current legislative and agency information via the Internet, database development and maintenance.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- 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 five (5) years of progressively responsible experience in transportation and/or transit planning or professional experience in planning, zoning and related activities, or two (2) years of experience equivalent to an associate transportation planner. Experience with complex technical writing and organization assignments and the development of presentations is required.

**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 two (2) years of hire date.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various RTPA and meeting sites; 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 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 occasionally 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 weighing 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.