

## METRO Classification Description

**Title:** Associate Transportation Planner      **Bargaining Unit:** AFSCME 3580  
**Job Code:** 0349      **Established:**  
**Pay Range:** 18      **Revised:** 2007  
**FLSA Status:** Exempt – Professional, Learned

### **Classification Summary:**

Perform a variety of mid-level transportation research, analysis and planning activities, including: develop and maintain a transportation information database for use in various functions; develop transportation models using technical and specialized computer software, provide technical and administrative support for transportation projects and activities; perform technical research and analysis, prepare reports and develop recommendations independently.

### **Supervision Received:**

Supervision is received from a Supervisor or Manager

### **Supervision Exercised:**

None

### **Distinguishing Features:**

The Associate Transportation Planner classification is distinguished from the Assistant Transportation Planner classification by the ability to function more independently and perform more complex planning tasks. The Associate Transportation Planner performs in-depth analysis of surveys and assists in policy formulation and evaluation based on that analysis. The Associate Transportation Planner classification is the second level of a three-level career progression series (Assistant, Associate, Senior). Specific career progression information is listed in the *Advancement Criteria* section of the classification description.

### **Essential Functions:**

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Collects and organizes technical information for computer analysis and report generation.
2. Utilizes travel demand software to provide information regarding existing and future conditions for use in the regional planning process.
3. Assigns auto and transit trips to the regional transportation network; performs cost-benefit analysis for transit operations using specialized software.
4. Performs sub-area studies for jurisdictions as requested; participates in determining the viability of alternatives; provides other comparative data for analysis.

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5. Assists in the research and development of computer modeling techniques and forecasting. Provides assistance to other departments and to divisions within the Planning department.
6. Remains current on public policy, planning strategies, and federal and state regulations and requirements related to transportation planning.
7. Develops and presents technical reports, memorandum, transportation analysis documents and data summaries.
8. Independently conducts transportation policy and technical research.
9. Attends public meetings and provides technical assistance to advisory committees, Metro staff, local governments and the public.
10. Liaise between Metro administrative and technical staff, contractors, consultants and the public to provide and gather information and data.

#### **Secondary Functions:**

1. Performs other related duties as assigned.

#### **Job Specifications:**

Bachelor's degree in planning and two years of transportation planning/modeling and computer experience, or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

#### **Knowledge, Skills and Abilities:**

1. Extensive knowledge of transportation research and planning methods and techniques
2. Extensive knowledge of statistical applications used in transportation modeling
3. Ability to independently organize and conduct transportation studies
4. Ability to develop and maintain collaborative working relationships with other agencies and Metro staff
5. Ability to communicate effectively both orally and in writing
6. Ability to perform analysis and make recommendations
7. Ability to work independently and as part of a team
8. Knowledge of an ability to use a computer and relevant software
9. Knowledge of public policy development process and practices

#### **Advancement Criteria:**

Advancement from the Associate Transportation Planner classification to the Senior Transportation Planner classification depends on the business needs of the department and the qualifications of the employee.

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1. Department Director must verify that there is a need for incumbent to perform Senior level duties. Business need determines the opportunity – advancement is not guaranteed.
2. Incumbent is required to serve a minimum of one (1) year in the Associate level classification. However, three (3) years represents the typical amount of time needed for incumbent to fully demonstrate the ability to advance from the Associate level classification to the Senior level classification.
3. Incumbent must demonstrate the ability to perform all of the duties in the Senior level classification, as determined by the direct supervisor with the written approval of the department director.
4. Incumbent must demonstrate a willingness to lead in their own professional development by taking on new challenges when they are identified and offered.
5. Incumbent must have completed all mandatory training through the Metro Human Resources department (*Harassment & Discrimination Awareness, Performance Evaluation Process*).
6. Incumbent must have completed a Metro-approved Project Management course.

#### **Working Conditions:**

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation.

Duties are primarily performed in an office environment, while sitting at a desk or computer terminal. May spend time in an outdoor environment collecting data. This position may require frequent periods of talking, sitting, bending, grasping, handling, feeling and repetitive motions of the hands and/or wrists and requires good general hearing (both in person and over the phone). May also require occasional walking, reaching and lifting and/or carrying up to 10 pounds. Incumbents in this position are required to attend offsite meetings after normal work hours.