

METRO Classification Description

Title: Senior Transportation Planner

Bargaining Unit: AFSCME 3580

Job Code: 0350

Established:

Pay Range: 21

Revised: 2007

FLSA Status: Exempt – Professional, Learned

Classification Summary:

Perform a variety of the complex transportation research and planning activities, including: develops and organizes the work program for a specific transportation program, project or study; performs complex technical research and analysis, may serve as project leader.

Supervision Received:

Supervision is received from a Supervisor, Manager or Director.

Supervision Exercised:

May provide supervision over consultants and provide lead direction to professional level staff within program area.

Distinguishing Features:

The Senior Transportation Planner classification is the highest level of a three-level classification series. The Senior Transportation Planner is distinguished from the Associate Transportation Planner classification by involvement in policy formulation, project management, and evaluation within his/her area of expertise or program area, and/or by the responsibility to serve as lead over other professional staff. Incumbents in this class are recognized as technical specialists in a specific program or functional area.

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. Prepares reports covering complex technical analysis of various transportation issues; presents results to technical, policy, and resident's committees, and/or council.
2. Prepares policy recommendation based upon technical analysis, develops cost/benefit analysis.

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3. Represents Metro at meetings and provides technical expertise on transportation issues to the public, jurisdictions, and other agencies.
4. Conducts complex technical research and analyses using specialized transportation planning software and computerized models to forecast future transportation conditions.
5. Defines methodology to be used in transportation analyses.
6. Develops and organizes the work program for a specific study; coordinates with staff to ensure timely completion under little direct supervision.
7. Develops, organizes, and monitors contracts and budgets with outside consultants for transportation projects and activities.
8. Trains and advises staff from other jurisdictions in the use of transportation modeling components and use of computer software.
9. Liaise between Metro administrative and technical staff, contractors, consultants, and the public to provide and gather information and data.
10. Develops/maintains a database of transportation information relevant to project area.
11. Provides classroom training in basic and advanced transportation planning to jurisdictions and prepares user manuals for specialized computer software.
12. Performs preliminary land use and environmental assessments of areas being analyzed for compliance with regulations and directives.
13. Remains current on state and federal regulation and requirements and their impact on transportation studies or projects.

Secondary Functions:

1. Performs other duties as assigned.

Job Specifications:

Bachelor's degree in planning and/or related field and three years of technical transportation planning/modeling with extensive 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. In-depth knowledge of transportation research methods and techniques
2. In-depth knowledge of statistical applications used in transportation modeling
3. Ability to organize and conduct transportation studies independently
4. Ability to work effectively with other agencies and Metro staff
5. Ability to communicate effectively both orally and in writing
6. Ability to develop, organize and coordinate major research studies
7. Ability to serve as lead over other professional staff
8. Ability to perform analysis and make recommendations
9. Knowledge of and ability to use a computer and relevant software

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10. Knowledge of public policy and development process and practices
11. Ability to establish and maintain effective working relationships

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 the field gathering data or overseeing projects. This position may require frequent periods of standing, walking, talking, fingering, sitting 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 bending, grasping and handling and lifting and/or carrying up to 10 pounds. Incumbents in this classification are required to attend offsite meetings during and after normal work hours.