



October 2009

SENIOR TRANSPORTATION PLANNER

DEFINITION

Under general direction, plans, organizes, directs and coordinates the activities related to the City's transportation planning and its coordination with land use planning, multi-modal transportation planning and implementation, development coordination activities, transit enhancements, and funding recommendations; works with other Community Development divisions, City departments and county, regional, state and federal organizations; coordinates the development and implementation of studies, plans, policies, and projects to improve and protect the City's street and transportation systems.; provides complex professional assistance to the Community Development Director, the City Council, the Planning Commission, and others in areas of expertise; oversees, reviews and performs a variety of studies and prepares and presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Frequently works in a team setting, receiving general supervision from the Assistant Community Development Director or other assigned supervisory or management personnel. Exercises functional and technical direction over and provides training and guidance to assigned technical and administrative support staff.

CLASS CHARACTERISTICS

This class is the advanced journey-level class in the professional planning series with responsibilities focused in the transportation planning function as it supports and implements the City's Comprehensive Plan and/or Community Development Code and related issues. Successful performance of the work requires a broad professional background, specialized knowledge of transportation planning, and skill in coordinating assigned work with that of other City departments and public agencies. Responsibilities may include assisting with performing specified departmental day-to-day administrative functions. Positions in this class exercise substantial judgment and initiative for planning and funding recommendations. This class is distinguished from Redevelopment Project Manager in that the latter provides highly complex planning support for the Urban Renewal Agency, including coordinating program activities, preparing and monitoring budgets, and overseeing staff and consultants.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

- Coordinates the planning functions of the City's transportation system plan; maintains and updates the TSP and its various components.
- Coordinates with the planning and funding activities of the Metro regional government, Washington County, state and federal governments, other government agencies, such as TriMet, and consultants involved in planning and implementation of transportation facilities and services in the Portland Metropolitan Region.

- Serves as project manager or participates in technically complex, difficult and sensitive interdisciplinary transportation projects. Plans, schedules, and prioritizes assigned planning projects and activities in consultation with the Assistant Community Development Director; communicates status of projects and activities to appropriate personnel, working cooperatively to schedule activities to achieve budget and time line objectives.
- Analyzes transportation systems and policies, identifies problems and potential solutions; evaluates alternatives; makes recommendations for policies, plans and projects; prepares reports of findings; and participants in implementation of adopted solutions and projects.
- Serves as a technical expert for complex transportation studies/issues; provides transportation planning and advice to department personnel, and other City departments; in collaboration with other City staff, prepares applications and applies for transportation funding.
- Directs and manages local implementation and maintenance activities associated with the regional travel demand forecasting model; oversees and implements multi-modal transportation planning studies, bicycle and pedestrian planning and project development activities, and activities related to defining future transit services and improvements.
- Coordinates with Public Works and Finance departments to develop and update funding strategies, pursue a variety of funding sources, and manage and report on grants.
- Serves as project manager for special transportation planning projects, including analyzing and summarizing data for the City Manager's office and elected City officials, presenting information and recommendations on policy issues, and facilitating interdepartmental and outside agency coordination.
- Represents the City in various intergovernmental activities and venues related to transportation planning such as at local, county, state, and federal agencies, various boards and commissions and before local citizens in public meetings and hearings.
- Prepares staff reports, research, and maps for the City Council, various committees, and advisory boards as directed; briefs and delivers formal presentations to the public, government agencies and elected officials.
- Confers with landscape architects, engineers, attorneys, and other professionals regarding City transportation policies and plans; directs and manages consultants working under contract with the City to achieve specified project outcomes.
- Responds to citizen inquiries by explaining policies and/or investigating issues; coordinates and implements citizen involvement activities regarding City transportation planning and project proposals and programs.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Provides technical and functional direction to assigned staff; reviews and controls quality of work; assists in completing employee evaluations; trains employees in work methods.
- Assists in developing short- and long-range work plans, procedures, and schedules.
- Attends meetings, conferences, workshops, and training sessions and reviews publications to become and remain current on transportation planning principles, practices, and new developments in assigned work areas.
- Reviews federal, state and regional statutes, proposed legislation and regulations pertaining to transportation planning.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced concepts, principles, techniques, and legal aspects of integrated urban and regional land use and transportation planning, and multi-modal transportation planning and implementation.

- Advanced interdisciplinary practices, analytic tools and recent trends affecting transportation and urban planning.
- State and federal multi-modal transportation and transit planning principles, procedures, and regulations and legislative and funding processes.
- Basic transportation and traffic engineering principles and transportation/transit facilities design, construction and maintenance practices and techniques.
- Geographic, socio-economic, political, and other basic components of urban planning.
- Project management and contract administration principles and techniques.
- Basic research statistical and reporting methods, techniques, and procedures.
- Modern office methods, practices, procedures, and equipment, including computer hardware and software necessary for graphic presentation and mapping, such as Microsoft Office, Microsoft Project, and basic GIS concepts and applications.
- Practices for researching transportation planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of advanced mathematics and their application to planning work.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for dealing effectively with and providing a high level of customer service to public and City staff, in person and over the telephone.
- Principles of citizen engagement and involvement.
- Basic principles of supervision and training.

Ability to:

- Collaborate with traffic and transportation engineers to develop and evaluate alternatives, selection of a preferred option, and preparation of recommendations on policies, plans and projects.
- Formulate transportation planning program options in collaboration with staff, consultants and representatives of regional, state and federal agencies.
- Oversee and participate in transportation planning activities and related projects.
- Successfully manage multiple complex projects with aggressive schedules.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Read and understand technical drawings and specifications.
- Perform mathematical and planning computations with precision.
- Identify and respond to issues and concerns of the public, City Council, and other boards and commissions.
- Respond to inquiries, complaints, and requests in a fair, tactful, and timely manner.
- Prepare and present clear and concise comprehensive transportation plans and reports, correspondence, and other written materials.
- Make effective public presentations.
- Positively and effectively represent the City in a variety of intergovernmental venues and with consultants, developers and the public.
- Operate modern office equipment including computer and related word processing, database, and spreadsheet software and applications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Interpret and apply policies, laws, rules, and regulations to transportation decisions and explain these parameters and their application to a non-professional audience.
- 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.
- Plan, schedule, assign, and oversee activities of assigned personnel; train staff in work procedures.

- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent sound judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

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

Training and experience equivalent to graduation from an accredited four-year college or university with major coursework in transportation planning, urban planning, or a related field, including engineering, and six (6) years of progressively responsible professional transportation or urban planning or public transportation or engineering experience. A Masters Degree in transportation planning, urban planning, or a related field, including engineering may substitute for one year of experience.

Licenses and Certifications:

- Possession of a valid driver's license with a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect City development sites, including traversing uneven terrain and to visit meeting locations; to operate a motor vehicle; 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 field work requires frequent walking to monitor performance and to identify problems or hazards; 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 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 primarily in an office environment with moderate noise levels and controlled temperature conditions, less frequently employees work in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work outside of normal work hours such as evenings, early mornings, and/or weekends.