

FLSA: Exempt

ASSISTANT TRANSPORTATION PLANNER

DEFINITION

Under general supervision, performs professional planning or project management duties related to development of transportation plans and programs for Humboldt County and its member agencies; completes technical assessments and prepares written project analyses; provides professional advice and assistance to the public on transportation planning projects and programs; provides complex professional staff assistance to the Executive Director, Board of Directors, and the public in areas of expertise; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Executive Director.

CLASS CHARACTERISTICS

This is the entry-level class in the professional planner series. Initially under close supervision, incumbents assist in the development, implementation, and administration of the transportation planning studies, programs, and projects. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the Associate level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

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 so that qualified employees can perform the essential functions of the job.

- Implements and monitors transportation programs and projects, such as 5310 Grant Cycle and Transportation Development Act Unmet Transit Needs programs; participates in transportation planning studies; prepares, updates, reviews, and completes various reports, agreements, amendments, and documents related to short- and long range transportation planning; monitors Federal and State long-term planning documents.
- Meets with representatives of other agencies in order to discuss items of common interest, develop project tracking and monitoring systems, and clarify project specifications, financial details, and project schedule.
- Performs complex funding/grant development and administration, including conducting grant research, writing proposals, and programming and administering awarded grant funds; represents the Association at grant provider workshops.
- Serves as project manager on transportation planning and development projects, which includes 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 of project implementation to verify substantial conformance with approved

- plans, grant/loan requirements, conditions, and mitigation measures; suggests revisions to plans; inspects project development sites.
- Tracks project expenditures, reviews invoices for accuracy and consistency with contractual obligations, recommends appropriate dispersals of allocated funds.
 - Oversees relationships between member agencies and State and Federal officials to effectively carry out the implementation and management of transportation plans; ensures that procedures and information are delivered to the applicants as well as to the State and Federal regulators in a timely fashion.
 - Coordinates site visits in an effort to assist with the selection, programming, and implementation of transportation funding programs available through the Association; assists applicants with completing grant applications and related documents; provides letters of support for local agency applications; ensures timely processing of applications and delivery of grant awards.
 - Prepares Requests for Proposals for professional services, establishes evaluation team, participates in evaluating proposals, recommending project awards, and presenting the recommendation to the Board for approval; supervises the work of contractors and ensures compliance with contract terms and funding agreements.
 - Conducts environmental reviews of all projects; evaluates impact to transportation infrastructure and develops mitigations of those impacts; prepares California Environmental Quality Act (CEQA) documents.
 - Compiles information for a variety of studies and reports; researches, analyzes, and interprets transportation, social, economic, population, and land use data and trends; develops recommendations and prepares written reports on various transportation planning matters; participates in the implementation and administration of the Association's Overall Work Program and related transportation improvement programs.
 - 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 Association'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:

- Basic principles, practices, and funding sources for transportation planning and project implementation.
- Basic principles and practices of program and project management.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Theories and methods related to transportation planning, environmental issues, and implementation strategies.
- Contract management practices in a public agency setting.
- 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.
- 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 Association in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Association staff.

Ability to:

- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare basic plans, proposals, grant applications, and environmental review documents for planning projects.
- Understand the Association's operation and its relation to other agencies as necessary to assume assigned responsibilities.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- Effectively conduct meetings and make presentations to various groups.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- 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 office equipment and computer applications related to the work.
- 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 harmonious 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 regional or urban planning, transportation planning, civil engineering, business or public administration, or a related field and one (1) year of progressively responsible experience in transportation and/or transit planning or professional experience in planning, zoning and related community development activities

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

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 attend meetings and to visit and inspect various 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 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 up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels and controlled temperature conditions; but may occasionally work in the field and be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, 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 Association policies and procedures.