



**CITY OF FAIRFIELD**  
invites applications for the position of:  
**Transportation Planner**  
**Senior**

An Equal Opportunity Employer

**SALARY:** \$41.59 - \$50.55 Hourly  
\$3,327.20 - \$4,044.24 Biweekly  
\$7,208.93 - \$8,762.52 Monthly  
\$86,507.20 - \$105,150.24 Annually

**OPENING DATE:** 09/22/17

**CLOSING DATE:** 10/27/17 05:00 PM

**DESCRIPTION:**

To perform professional, complex transportation activities and studies, and other related work in the Transportation Division of the Public Works Department.

**WORKING CONDITIONS**

Work is performed in an office setting with frequent interruptions, deadlines, complaints, and peak workload periods. Position may require working nights and weekends, depending upon workload.

**PHYSICAL DEMANDS**

Work may include prolonged sitting and standing, as well as light to moderate lifting, reaching, stooping, pulling, manual dexterity, clear, understandable speech, visual and hearing acuity. The need to transport files, paper and documents weighing up to 25 pounds is also required.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class within the professional Transportation Planner series. This class is distinguished from the other classes within the series by the level of responsibility assumed, complexity of duties assigned, and independence of action taken. Employees perform the most difficult and responsible types of duties assigned to these classes within this series, and are required to be fully trained in all procedures related to assigned areas of responsibility. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Transit Manager and/or Assistant Public Works Director. May exercise direct supervision over professional, technical, and administrative support personnel as assigned.

**MINIMUM QUALIFICATIONS:**

**Education:**

A Bachelor's degree from an accredited college or university with major course work in urban or transportation planning, or related field, is required. A Masters Degree in Transportation Planning, Management, or Administration is preferred.

**Experience:**

Five (5) years of progressively responsible professional level experience that demonstrates application of the above knowledge, skills and abilities is required.

**LICENSE AND/OR CERTIFICATE**

Possession of a valid Class C California Driver's license is required.

**EXAMPLES OF DUTIES:**

*Duties may include, but are not limited to, the following:*

- Analyze transportation systems and policies, identify problems and potential solutions; evaluate alternatives; make recommendations for policies, plans and projects; prepare reports of findings; and participate in implementation of adopted solutions and projects.
- Oversee, review and perform a variety of studies and prepare and present staff reports.
- Participate in technically complex, difficult and sensitive transportation projects.
- Negotiate consultant contracts and monitor for compliance and performance.
- Prepare applications and apply for transportation funding.
- Lead multi-modal transportation planning studies, and activities related to defining future transit services and improvements.
- Respond to citizen inquiries by explaining policies and/or investigating issues.

- Provide technical and functional direction to assigned staff; may assist in completing employee evaluations; train employees in work methods.
- Analyze proposed legislation and develop recommendations.
- Represent the City at public meetings.
- Perform other related duties as assigned.

**KNOWLEDGE & ABILITIES:****Knowledge of:**

- Principles and practices of transportation planning and operations.
- Federal, state, and local laws relating to transportation planning and operations.
- Public agency contract administration for projects with local, regional, state, and federal funding.
- Modern office methods, practices, procedures and equipment.
- Research and reporting methods; technical report preparation and presentation.

**Ability to:**

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationship with staff, public agency representatives, citizen groups and the public.
- Analyze a variety of administrative and technical issues and make sound policy and procedural recommendations.
- Operate modern office equipment including computer and related word processing, database, and spreadsheet software applications.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Deal effectively with, and provide a high level of customer service to public, City staff, and other agencies, in person and over the telephone.
- Interpret and apply policies, laws, rules and regulations.
- Create effective presentation materials, facilitate meetings, and give presentations to varied public audiences.

Based on the information provided in the application documents, the best-qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the examination may consist of an application screening, written and/or practical exam, oral interview, or any combination. This position requires a local records check, and response to a medical questionnaire prior to appointment. A pre-employment medical exam may also be required.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.fairfield.ca.gov>

Job #2017-00048  
 TRANSPORTATION PLANNER SENIOR  
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OUR OFFICE IS LOCATED AT:  
 1000 Webster Street  
 Fairfield, CA 94533  
 707-428-7394

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**Transportation Planner Senior Supplemental Questionnaire**

- \* 1. Do you possess a degree with major course work in urban or transportation planning, or a related field?
- Yes  
 No
- \* 2. Do you have the minimum five (5) years professional level experience in transportation planning? (Please note this response must be validated in the work experience section of the application.)
- Yes  
 No
- \* 3. Do you have experience complying with Federal, State and Local Regulations, policies or guidelines, related to transportation programs?
- Yes  
 No
- \* Required Question