



EL DORADO COUNTY TRANSPORTATION COMMISSION

ASSOCIATE TRANSPORTATION PLANNER

FLSA - Exempt

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision, performs complex professional transportation planning work or project development and administration; prepares and administers transportation funded plans and programs; provides assistance to member agencies in the development of grant proposals; coordinates and serves as a lead for assigned or special projects; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Associate Transportation Planner is the journey level class in the professional planning series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents in this position work independently in the research, analysis and administration of transportation plans and programs and the application for grants and funding.

This classification is distinguished from the next lower classification of Assistant Planner by the assignment of more complex duties and lead supervisory responsibilities for specific programs and projects.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Executive Director or Senior Transportation Planner depending upon assignment. Incumbents in this classification do not routinely exercise supervision, but may serve in a lead capacity for specific projects.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Performs complex professional transportation planning work or funding/grant development and administration; prepares and administers transportation funded plans and programs; assists in the development of project agreements; prepares maps, graphs, models, grant applications and reports; participates in and serves as a lead on assigned special studies and projects.

Provides information and assistance to member agencies, outside agencies and the public regarding laws, regulations, standards, policies, and procedures related to the submission of plans, processing of applications and implementation requirements; performs field inspections; ensures that transportation plan and grant/loan requirements are met; communicates and coordinates with other staff and outside agencies.

Prepares staff reports, resolutions, proposals, grant applications, letters, public hearing notices and environmental review documents; collects and analyzes complex data for special reports and projects; engages in and conducts citizen participation activities.

Participates in and leads transportation and related planning studies; assists in the development, implementation and monitoring of federal and state long term planning documents; manages funding allocations for assigned program areas; coordinates and implements environmental review procedures; works directly with and oversees the activities of consultants retained by the Agency; assists in the development of both short and long range transportation plans; assists in the operation of the pavement management system and traffic model.

Develops and maintains statistical reporting systems; complies, analyzes and interprets data relating to a variety of subjects, including, but not limited to environmental conditions, socio-economic, and housing trends; collects, ensures accuracy and enters data into various systems.

Researches, schedules and prepares project and program funding applications from a variety of sources; coordinates the preparation of funding/grant applications with member agency staff; administers and monitors programs on behalf of partners; works with and oversees the activities of consultants and contractors retained by the Agency; prepares C.E.Q.A. documents.

Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; serves as project coordinator or team leader on specific projects; provides assistance training for less experienced planning staff; responds to the more complex questions and concerns from member agencies, outside agencies and the general public; provides information as is appropriate and resolves public service issues.

Establishes positive working relationships with representatives of community-based organizations, other agencies, EDCTC management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Associate Transportation Planner**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of experience in regional/municipal planning at the Assistant Transportation Planner level, and a bachelor's

degree in urban or regional planning, public administration, or related field. Graduate work may be substituted for one year of experience.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles, practices and techniques of urban and regional transportation planning and project implementation; statistical methods and research techniques applicable to the preparation of transportation planning documents and funding requests; techniques and processes involved in the preparation and implementation of long range plans; principles, practices and methods of funding and grant proposal writing and administration; principle of conducting research and analyzing data and trends; organization, functions and activities of local government; principles and practices of transportation project budget development, implementation, tracking and reporting; principles of mathematics; applicable federal, state and local laws, codes and regulations, including C.E.Q.A.; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Apply policies, procedures and standards pertaining to the transportation planning process and or grant/loan programs; analyze complex data and trends and prepare concise, clear and effective reports; prepare a variety of graphs, charts and maps related to statistical findings and information; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate a variety of office equipment, including a computer and variety of software applications.