

## **TRANSPORTATION PLANNER**

### **DEFINITION**

Under general supervision, performs a variety of professional and technical planning assignments, including to coordinate and conduct transportation planning and programming activities associated with the administration of programs under the Plumas County Transportation Commission. Assist in guiding and development of the Regional Transportation Plan, Bicycle Transportation Plan, Regional Transportation Improvement Program, adherence to guidelines of the Transportation Development Act, transit planning, project monitoring for State Transportation Improvement Program, overall work program and Public Works projects as required. This professional planning work can be in the field and in the office.

### **DISTINGUISHING CHARACTERISTICS**

This position is a collaborator with the Engineering Division of the Public Works department. It is distinguished from the Assistant Engineer by the need for education and experience in the field of planning. Incumbents at this level perform moderately complex transportation planning work and transit management projects. Understanding of engineering concepts are required at the level of two years of engineering studies at the university level.

### **REPORTS TO**

Assistant Director of Public Works

### **CLASSIFICATION DIRECTLY SUPERVISED**

None

### **EXAMPLES OF DUTIES**

- Manages the County's transit operations contract including payments, tracking of performance standards, fleet maintenance, and compliance with the requirements of the Transportation Development Act.
- At the direction of the Commission, plans, organizes, coordinates, and directs, the work of the Commission.
- At the direction of the Commission, develops and implements the Commission goals, objectives, policies, procedures, and work standards.

## **TRANSPORTATION PLANNER – 2**

### **EXAMPLES OF DUTIES (Continued)**

- Assists in preparation of Project Study Reports (scope of work, justification, cost estimates, schedules, etc.) for projects within State Transportation Improvement Program.
- Coordinates the preparation of a wide variety of reports or presentations to the Commission or other governing bodies.
- Performs other related duties and responsibilities as directed by the Commission.
- Reviews environmental documents of local, state, and federal agencies. Prepares inventories and analyses of existing and future environmental conditions.
- Researches, reviews, and analyzes information and data for the preparation of transportation and land use planning reports for both current and long-range issues.
- Administers and processes transportation Right of Way documentation.
- Administers Public Works transportation construction contracts.
- Coordinates and facilitates transit and transportation planning activities with City of Portola.
- Creates agendas, public hearing notices, and resolutions for PCTC.
- Participates in basic to complex transportation plans, programs, projects, and studies.
- Prepares grant applications for funds available under various state and federal programs.
- Manages and prepares all reporting for ongoing and awarded grant programs.
- Prepares requests for proposals and manages awarded consultant contracts.
- Assists in the preparation of the Overall Work Program, Regional Transportation Plan, Regional Transportation Improvement Program, and other required plans or studies.
- Ensures compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) and related environmental mandates.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and maintains databases; including Geographic Information System (GIS) data.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

- Assists in development of transportation grant proposals.

### **TRANSPORTATION PLANNER – 3**

#### **EXAMPLES OF DUTIES (continued):**

- Prepares and implements the Plumas County Transportation Commission's Overall Work Program and associated amendments.
- Prepares various transportation planning documents and amendments. Examples include but are not limited to The Regional Transportation Plan, The Plumas County Short Range Transit Plan, Non- Motorized Transportation Plan, Plumas County Transportation Commission Policy and Procedures Manual, and other projects as needed.
- Prepares and implements professional service agreements/contracts for various consultant services for transportation and road improvement projects.
- Coordinates with other agencies and prepares Board of Supervisors agenda items.
- Incorporates mitigations and comments into staff reports.
- Assists in recommending, developing, and implementing goals, objectives, and policies.
- Provides input to the Director of Public Works in the development and revision of County ordinances.
- Represents the Director of Public Works to special County committees, task forces, groups, and organizations as directed.
- Maintains open communication with Director of Public Works to ensure he/she is up to date on all matters.
- Performs special assignments, projects, and other tasks as assigned by the Director of Public Works and the Transportation Commission. Performs a variety of technical drafting work.
- Performs other related duties as assigned.

#### **TYPICAL PHYSICAL REQUIREMENTS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect County transportation and development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various County and meeting 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 and walking between work areas and to conduct inspections may be required. Finger dexterity is needed use a computer keyboard 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 30 pounds.

## **TRANSPORTATION PLANNER – 4**

### **TYPICAL WORKING CONDITIONS**

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances, fumes and dust.

Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Pertinent federal, state and County laws, codes and regulations such as CEQA and NEPA.
- Principles, practices, and funding sources for transportation planning and transit.
- Basic principles and practices of program management.
- Current and ongoing developments, legislation, literature, and sources of information related to the operations of a Regional Transportation Planning Agency and transit service.
- Basic transportation planning and transit principles, concepts, standards and practices.
- Principles and practices of record-keeping.
- Basic principles of business letter writing, technical report preparation, development of presentations; English usage, spelling, grammar and punctuation.
- Modern office procedures, methods, technology, and applications related to work.
- Basic mathematical principles.
- Methods and techniques of effective technical report preparation and presentation.
- Applicable Federal, State, County, Department, and Division laws, regulations, codes, policies and procedures.
- Principles and practices of budget development and administration.
- Funding sources impacting transportation-related programs and transit service development.

- Management of public transit operations through a 3rd party operator.
- Development of transit reports required by Caltrans.

## **TRANSPORTATION PLANNER – 5**

### **Knowledge of (continued):**

- Acquisition of management of transit fleet and associated reporting.
- Management of consultant in the preparation of the Plumas County Regional Transportation Plan.
- Principles and practices of contract administration and evaluation.
- Local, regional, state, and federal laws, ordinances, and policies governing transportation issues.
- Meeting noticing and agenda-setting requirements for public meetings, as required.
- General principles and techniques of research and statistical analysis.
- State and federal laws and regulations relating to road and bridge maintenance and construction and other functional areas under the jurisdiction of the Public Works Department and other laws pertaining to environmental regulations.
- Purposes and procedures of public planning and resources agencies, boards, and governing bodies.
- Graphic illustration and presentation, mapping methods and techniques.
- Contract preparation and administration.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

### **Ability to:**

- Understand and apply pertinent laws, policies, rules and regulations.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Organize, direct and implement transportation and transit planning programs.
- Prepare and administer a budget.
- Performs technical writing and organization assignments and develop presentations.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, codes, and regulations in conformance with PCTC policies.
- Determine work priorities and effectively coordinate with federal, state, and local agencies.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain cooperative working relationships with those contacted

during the course of work.

- Communicate clearly and concisely, both orally and in writing.

## **TRANSPORTATION PLANNER – 6**

### **Ability to (continued):**

- Effectively represent PCTC in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with the public.
- 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.
- Use tact, initiative, prudence, and independent judgement with general policy, procedural, and legal guidelines.
- Provide effective customer service and show respect to all members of the public.
- Plan, organize, administer, and coordinate a variety of large and complex transportation-related services, projects, and programs.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain cooperative working relationships with the Commission, and a variety of citizens, public and private organizations, boards and commissions, and commission staff.
- Understand and integrate a variety of transportation-related programs.
- Make effective public presentations.
- Represent the Commission effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.
- Establish and maintain cooperative working relationships.

## **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 is:*

Two (2) years of increasingly responsible, full-time, experience related to land use planning, transportation planning, environmental planning, community planning, transportation/traffic engineering, civil engineering, or a closely related field is desired.

AND

Bachelor's Degree with major work in land use planning, transportation planning, environmental planning, community planning, transportation/traffic engineering, civil engineering, or closely related field is desired.

## **TRANSPORTATION PLANNER – 7**

### **Special Requirements:**

Possession of a current and valid California Driver's License issued by the California Department of Motor Vehicles.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation by loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.