

TRANSPORTATION PLANNER I

Position: Transportation Planner I

Revision date: July 2024

Department: Transportation

Supervises: None

FLSA Status: Non-Exempt

Gives work direction to: None

Reports to: Director of Transportation

POSITION SUMMARY

At will position appointed by the Executive Director and under the general direction of the Director of Transportation. Responsible for providing comprehensive transportation planning and administrative and technical assistance to member cities and counties for their transportation programs, needs and projects. Assures compliance with local, state, and federal codes and standards.

ESSENTIAL JOB DUTIES

- In cooperation with the Director of Transportation, plans, directs, implements, and participates in the daily operation of the transportation department to meet requirements of local, state, and federal regulations and policies.
- Provides a variety of assistance to the transportation program including budget, TPWP, grants, contracts, and progress reports.
- Assists in the researching, writing, and implementation of grant applications for a variety of programs and projects.
- Attends and participates in the monthly Transportation Technical Committee and Policy Board meetings for the MPO and RTA.
- Provides assistance in the development of a certified transportation plan containing long and short-range elements conforming with federal and state statutes.
- Assists with the development and maintenance of the Transportation Improvement Program (TIP) for the metropolitan area and in the six-county region.
- Assists with development and maintenance of the Regional Architecture related to Intelligent Transportation Systems.
- Assists with coordination of local multidisciplinary Safety Committee.
- Conducts research and develops policies, programs, and studies for a wide range of local and metropolitan transportation needs.
- Assists in the coordination of ongoing and future traffic and transit planning efforts among the local government jurisdictions by completing surveys and reviewing other data.
- Provides assistance to local governments, citizens and interest groups in obtaining transportation related information.
- Assists with the planning and development of metropolitan and regional trail system and Complete Streets projects including pedestrian, bicycle, and transit improvements.



- Develops and updates a variety of plans including, but not limited to, local conservation and recreation plans in compliance with state and federal standard, specifications, codes, and regulations for member cities and counties and the region.
- Interprets and analyzes a variety of data (Census, traffic, crash, parcel) using ArcGIS and other software to inform planning processes.
- Prepares, maintains, updates, and completes required reports to regulatory agencies.
- Responds to inquiries from the public, contractors, developers, property owners, and other public and community officials.
- Prepares and maintains a variety of logs and reports relating to projects, assignments, and related activities.
- All other job duties as assigned by the Director of Transportation and/or the Executive Director.

INCIDENTAL JOB DUTIES

- Assists in desktop mapping and GIS functions.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Knowledge of planning practices and techniques, including pertinent laws, regulations, and legislation.
- Knowledge of organization and functions of municipal and county governments.
- Ability to access, read, interpret, and apply technical information, including local and state planning and zoning codes, traffic codes and laws, and other related ordinances, laws, and regulations.
- Ability to perform standard arithmetic and statistical calculations and analyze quantitative data.
- Ability to detect deviations and variances from established regulations, and skill in identifying appropriate corrections.
- Ability to proficiently operate standard office equipment and a personal computer with software programs for word processing, spreadsheets, e-mail, internet, and various planning applications.
- General understanding of long-range transportation demand model software (i.e., TRANSCAD).
- Ability to learn TRANSCAD, ArcMap, ArcCatalog, CMAT, and SAVER software programs.
- Ability to interact with the public, developers, contractors, and with other public officials in a positive, courteous manner.
- Ability to establish effective working relationships coworkers and supervisors.
- Ability to communicate clearly, both orally and in writing and to organize and verbally present complex material in a manner that is easy to understand.
- Ability to maintain accurate records.
- Ability to work regularly at the designated time and place and the ability to work under strict time constraints.
- Ability to safely perform a range of physical activity including walking, standing, bending, twisting, kneeling, using hands and arms to grasp or reach, and lifting, carrying, pushing and pulling.
- Sufficient personal mobility that permits the employee to work in an office environment and to travel throughout a six-county region to meet with elected and public officials.

ENTRY REQUIREMENTS

Education/Training: Bachelor's degree in Planning with a Transportation emphasis or related field with a Master's Degree in Planning preferred;
and

Work Experience: Prefer one year of work experience in urban or regional planning or related field with Transportation Planning experience preferred;
or

An equivalent combination of education, training and experience that provides the knowledge, skills, and abilities necessary to perform the essential functions of the position.

Required licenses, registrations, and certifications: None, except State of Iowa Drivers License or ability to provide own transportation and driver for frequent travel.

Required post-offer physical examinations: Employer may require a physical examination that complies with state and federal guidelines.

Required drug testing: None

Residency requirement: None

Other testing required: Employment contingent on satisfactorily passing an oral interview process.

WORK ENVIRONMENT

Most work is performed indoors in an office setting. Work includes working at a desk for extended periods of time; working with computers and other office equipment; moving throughout an office complex and from place to place throughout a six-county area; and working directly with elected and appointed public officials. Work may also involve frequent interruptions.

HOURS OF WORK

Minimum of 40 hours per week, Monday through Friday. Start and finish times may vary dependent on assignment. May be required to work additional hours or to change hours with minimal notice and to work evenings and/or weekends to attend meetings or as required for the operation of the agency. Frequent travel throughout the six-county region is required and to various locations within the state is required.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations.

3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The employer reserves the right to change or reassign job duties or combine positions at any time without prior notice.

Executive Director

Date

Department Director

Date

Employee

Date