

# TRANSPORTATION PLANNER

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Position Code: 2363  
WC Code: 9410  
FLSA Status: Exempt  
Pay Grade: 356  
Location: Planning  
Approval Date: 2023

## **General Statement of Duties**

Performs difficult advanced professional planning work specializing in transportation and associated long-range planning for the Town.

## **Distinguishing Features of the Class**

An employee in this class will plan, coordinate, manage and oversee multi-modal transportation and associated long-range planning activities; including, but not limited to, bikeways, land use, roadways, highways, railway, pedestrian walkways, public transit and coordinates assigned activities with other departments and outside agencies. The employee will apply specific focus towards transportation planning while incorporating and coordinating overall long-range land use planning goals. Work includes insuring that the design of specific land development and transportation projects are compatible with the development vision of the town and reviewing and recommending specific operational improvements to transportation systems. Work includes working with a wide variety of Town and regional boards and officials, and requires advanced knowledge of planning, working knowledge of transportation engineering, and skills in facilitation of meetings to obtain public input and consensus. The employee works with the public on sensitive and emotional issues requiring judgment, firmness and tact. Work is performed under general supervision and is evaluated through conferences, review of work results obtained, and overall acceptance of the programs by the Town's citizens.

## **Duties and Responsibilities**

Manage the development and implementation of transportation goals, objectives, policies and priorities.

Coordinates and/or conducts roadway and transit corridor analysis, identifies needs, creates scope of work, negotiates resource, hires consultants and manages studies including public involvement and study budget.

Responds to request for transportation and land use information from Town Board, co-workers, citizens, and others; provides graphic material, written studies, and oral presentations.

Provides transportation and land use related information to local governments, other organizations and the public, including GIS map analyses, travel models, corridor and intersection capacity analysis, budgets, planning work programs, etc.

Provides technical guidance and staff support to a wide variety of Town, regional and state committees dealing with transportation and land use issues including technical coordinating committees, metropolitan planning organizations, and regional transportation organizations; works with the community to identify issues and build consensus on plans and strategies; work with NCDOT staff, Town Board, and other outside agencies on transportation and land use issues.

Provides technical support to land development review process; ensures that sites are designed in context of long-term transportation system needs; negotiates with developers and design professionals to implement Town design vision and standards that support multi-modal transportation systems; develops alternative design principles and construction standards.

Reviews the technical parameters of transportation impact analyses.

Develops revenue resources; researches grant and other funding opportunities and writes grant applications; recommends/requests resources for transportation projects and operating budget needs.

Reviews transportation impacts of rezoning requests, recommends, and negotiates mitigation of impacts, ensures validity and interprets results of contracted impact analyses.

Maintains, updates, and implements the Town's Comprehensive Transportation Plan (CTP). Conducts other associated transportation and land use related studies and surveys.

Coordinates and facilitates meetings.

Makes informational presentations to the public, committees, and Town Board; prepares visual aids for presentation.

Serves as key staff liaison for regional and local transportation issues. Coordinates with Planning and Community Development Director and staff to insure compatibility between transportation and land-use planning.

Collects and maintains long-range planning and transportation data for the Town; including, but not limited to, Census and population information, land use inventories, traffic counts, and coordinating data with adopted plans.

Performs related duties as requested.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Thorough knowledge of the Town's zoning, land use, and other ordinances, codes and adopted plans.

Thorough knowledge of the principles, practices and methodologies of transportation and land use planning for roadways, transit systems, and land use.

Thorough knowledge of governmental laws, programs, agencies, and services pertinent to the transportation planning processes on a local, regional, state and federal basis.

Thorough knowledge of the environmental and socio-economic implications of the planning process as it relates to transportation.

Working knowledge of the information technology applications associates with modern transportation planning, including GIS systems, Synchro/SIM Traffic software, Microsoft Access and Excel.

General knowledge of Manual on Uniform Traffic Control Devices, ITE trip generation, parking demand analysis and roadway design.

General knowledge of right of way reservation/acquisition process.

Considerable skill in the collection, analysis, and presentation of technical data and planning recommendations.

Skill in facilitating meetings to obtain public input and build consensus.

Skill in conflict resolution.

Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and Town officials, and to the general public.

Ability to prepare comprehensive reports and studies, and to update and amend adopted plans as needed.

Ability to express ideas effectively in oral and written forms.

Ability to provide leadership to committees and staff, build consensus, and work collaboratively with developers, Town officials, and the community regarding development.

### **Physical Requirements**

Must be able to perform the basic physical life operational functions of reaching, crouching, standing, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to examine and work with maps and conceptual plans, operate a computer, inspect sites regarding planning issues and do extensive reading.

### **Minimum Education and Experience**

Master's degree from an accredited college or university in urban and regional planning or related field and three to five years of related professional experience; preferably with a specialized focus on transportation; or Bachelor's degree from an accredited college or university in urban and regional planning, or related field, and five to seven years of related professional experience, preferably in transportation planning; or an equivalent combination of education and experience.

### **Special Requirement**

AICP Certification within 3 years of hire