

TRANSPORTATION PLANNER

MAJOR FUNCTION

This is a professional position involving work with transportation issues as they relate to comprehensive planning and land development regulation. Work is performed under the supervision of the Principal Planner, however, the employee must be able to work independently. In addition, the position is responsible for coordinating County transportation planning with the Ocala\Marion County Metropolitan Planning Organization (MPO).

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Develops, prepares, and revises the Traffic Circulation, Mass Transit, and Aviation Elements of the County Comprehensive Plan.
- Responsible for preparation of the County's Five Year Transportation Improvement Program (TIP) to be used in the MPO's TIP and County's Capital Improvement Plan.
- Coordinates MPO Unified Work Program objectives and tasks among County staff and prepares billing reports for work performed.
- Manages and maintains Transportation Concurrency System, which monitors level of service and available capacity of roadways in the County.
- Manages maintenance of socioeconomic and development data for Traffic Analysis Zones.
- In cooperation with County engineering staff, reviews and prepares traffic impact analyses of development proposals.
- Coordinates, processes and recommends approval or denial of transportation concurrency reviews for development applications.
- Coordinates special transportation studies as needed. Performs research on transportation, land use, demographics, etc., as required for above activities.
- Attends Board, Commission, MPO, and committee meetings as required to make presentations on the above issues.
- Provides information to members of the general public concerning transportation issues.

SECONDARY FUNCTIONS

- Prepares and assists in preparing other reports at the direction of the Planning Director or Principal Planner.
- Performs other duties as assigned.

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CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Occasionally functions as a lead worker for a small group (1-5) employees in the absence of a designed lead position. May review work product of others. Provides guidance, advice and assistance to others on work assignments. Provides work direction.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Master Degree in Planning or Public Administration, with an emphasis on Transportation Planning; with two years of practical work experience in the field of transportation planning; or an equivalent combination of training and experience.

Licenses

Possession of a valid Florida Divers License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret highly complex documents.
- Ability to respond effectively to highly sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.

Mathematical Skills

- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distribution of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

TRANSPORTATION PLANNER

Problem Solving Abilities

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Functions independently as an expert in matters of specialized code, rules, policy, analyses, or complex scientific or technical systems.

Specialized Skills and Abilities

- Knowledge of the principles and practices of comprehensive planning, with a thorough knowledge of transportation planning and implementation.
- Thorough knowledge of Florida transportation and concurrency, manuals, rules, and legislation.
- Ability to develop, manage, and analyze transportation and traffic data base with the use of analytical computer software.
- Ability to prepare and review planning studies relating to transportation and concurrency matters.
- Ability to present planning programs, reports, and recommendations in written, graphic, and oral form.
- Strong organizational skills with an ability to prioritize multiple projects and programs to meet varying deadlines.
- Ability to make decisions regarding transportation capacity on roadways that effect concurrency and the ability for people to develop surrounding properties.
- Ability to research current and emerging legislation and determine the effects on the on-going planning program.
- Ability to utilize computerized spreadsheet applications and traffic models.
- Ability to interpret legal descriptions, maps, aerial photography, and site plans.
- Ability to communicate tactfully and effectively with associates, subordinates, public officials, representatives of other agencies, and members of the general public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

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Machines and Equipment

This employee will be required to operate a computer, blueprint machine, drafting equipment, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, stoop, kneel, crouch, or crawl; be regularly required to sit, use hand to finger, handle, or feel; reach with hands and arms; lift up to 25 pounds; and will frequently be required to talk or hear. Vision requirements are close with color vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles and outdoor weather conditions. The typical noise level for this environment is moderate.

Established: 10/99

Pay Grade: 21

Job Description Number: 2059

Category: 2

Status: E

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