

METRO

Classification Description

Title: Principal Transportation Planner **Bargaining Unit:** AFSCME 3580
Job Code: 0351 **Established:**
Pay Range: 22 **Revised:** 2007
FLSA Status: Exempt – Professional Learned

Classification Summary:

Perform highly skilled professional transportation planning and development work involving a variety of the most critical and complex transportation planning and analysis projects. The Principal Transportation Planner is assigned to the most challenging projects and assignments, measured by a combination of the project's complexity, scope, impact on the community and other relevant considerations.

Supervision Received:

Supervision is received from a Manager or Director.

Supervision Exercised:

Supervises contractors and provides lead direction over professional staff and teams within Transportation Department

Distinguishing Features:

This position is the highest non-supervisory level in the professional transportation planning series. The Principal Transportation Planner holds responsibility for the most complex or advanced assignments within Transportation Planning. The Principal Transportation Planner may act in a lead role over other Planners and support personnel. The Principal Transportation Planner is distinguished by the level of judgment, communication, negotiation and project management skills that are necessary to successfully complete work assignments and interact with the public and outside agencies. The Principal Transportation Planner recommends Department policy and makes Department commitments within their area of expertise and functions with little supervisory direction and guidance.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Plans, develops and executes transportation work programs, objectives, strategies and budgets for assigned programs and/or projects where success or failure can affect general Metro activities, public concern, or the work of other Planners within and outside of the Department.
2. Manages major transportation project(s) with broad public impact or that are highly controversial with the public or outside agencies or manages multiple transportation projects that require a high level of proficiency within area of

METRO

Classification Description

expertise. Projects managed may or may not require management of grants or funds and may require the management of staff from other jurisdictions on collaborative projects.

3. Develops methodologies and impacts, costs and benefits of transportation alternatives. Performs environmental and other assessments of areas being analyzed for compliance with the regulations and directives. Develops transportation program and policy recommendations based on technical analysis and public input.
4. Identifies key decisions needed, schedule, and decision-making process.
5. Prepares complex technical transportation planning and administrative reports, special studies; conducts assessments; prepares inventories and statistical information necessary for future transportation planning; develops critical correspondence and comprehensive reports in support of transportation planning projects and decisions.
6. Coordinates the selection of consultants, administers agreements and contracts with agencies, and directs and monitors the work of consultants, contracting agencies and other organizations as appropriate.
7. Leads staff in developing both strategy and work products for coordination with and approval from federal and state agencies.
8. Develops and maintains effective relations with the public. Represents Metro at meetings and provides technical expertise on transportation issues with local jurisdictions and other agencies. Addresses concerns of local jurisdictions related to potential project impacts. Responds to transportation issues raised by technical and policy advisory committees.
9. Negotiates transportation intergovernmental agreements with local jurisdictions. These negotiations include the development of budgets, timelines and scopes of work. Monitors professional transportation staff work and budget expenditures related to the intergovernmental agreements.
10. Evaluates transportation program accomplishments against established goals and timetables and makes recommendations based upon evaluation concerning future plans.
11. Serves as professional consultant to various organizations and communities; testifies as an expert witness.
12. Communicates with media as required and requested by media outreach staff.
13. Briefs elected officials and their staff on policy choices and agenda items.
14. Supervises consultant staff and leads the work of lower-level staff and inter-agency teams.

Secondary Functions:

1. Performs other duties as assigned.

METRO

Classification Description

Job Specifications:

Master's degree in urban and regional planning, science, public administration, architecture or a related field and five years of experience in transportation project management or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability to perform the job.

Knowledge, Skills and Abilities:

1. Thorough knowledge of transportation principles, methods and procedures
2. Advanced transportation planning and development research methodology and techniques
3. Considerable knowledge of transportation public policy development processes and practices
4. Ability to develop comprehensive reports and plans regarding complex transportation planning and development issues and projects
5. Ability to compile and analyze complex data and develop and communicate logical recommendations
6. Knowledge and skill in the use of computers for word processing and desktop publishing, creation of spreadsheets and computer generated business graphics
7. Ability to effectively communicate with elected officials, individuals and groups regarding complex or controversial public policy issues or regulations
8. Ability to establish and maintain effective working relations with public officials, planning staff, the development community and the public
9. Knowledge of budget issues associated with planning projects and the ability to prepare budget proposals and work scopes for proposed and ongoing planning projects
10. Demonstrated ability to function as lead over other professional transportation staff
11. Ability to work independently and as part of a team
12. Membership in American Institute of Certified Planners (AICP) is desirable

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Duties are primarily performed in an office environment while sitting at a desk or computer terminal. May spend time in an outdoor environment gathering data or overseeing projects. This position may require frequent periods of standing, walking, fingering, talking, sitting bending and repetitive motions of the hands and/or wrists and requires good general hearing (both in person and over the phone). May also require occasional reaching, feeling, climbing and pushing/pulling, lifting / carrying up to 10 pounds. Incumbent is required to attend offsite meetings during and after normal work hours.