

ASSISTANT TRANSPORTATION PLANNER I
ASSOCIATE TRANSPORTATION PLANNER II

DEFINITION

To perform professional administrative and technical transportation planning duties in support of bicycle/pedestrian projects and programs; to coordinate and oversee Master Plan updates; and to provide highly responsible technical staff assistance in conducting analyses of alternative transportation systems and programs and make related recommendations.

DISTINGUISHING CHARACTERISTICS

Assistant Transportation Planner – This is the entry level class in the Transportation Planner series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Associate Transportation Planner – This is the journey level class within the Transportation Planner series and is distinguished from the Assistant level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant level.

SUPERVISION RECEIVED AND EXERCISED

Assistant Transportation Planner

Receives general supervision from the Alternative Transportation Manager.

May exercise direct supervision over administrative and technical support staff as appropriate.

Associate Transportation Planner

Receives direction from the Alternative Transportation Manager.

May exercise direct supervision over administrative and technical support staff as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide responsible professional and technical assistance in support of transportation planning, developing, administering and implementing alternative transportation projects and programs that include bicycle/pedestrian projects.

Coordinate and participate in Master Plan updates related to walk- and bike-ways; participate in the development of Request for Proposal, selection and oversight of consultants, contract negotiations, project management and presentation to commissions and boards for adoption.

Coordinate development fee based trail construction projects; prepare developer reimbursement agreements; and process and reconcile invoices.

Participate in the management of trail projects to include development of Request for Proposal, selection and oversight of consultants, contract negotiation, development and administration.

Review development projects for consistency with General Plan, Bicycle Master Plan, Pedestrian Master Plan and Specific Plans; oversee developer construction bike trails including project development, design and funding agreements.

Monitor and coordinate on-going trail operations; perform related analytical work and maintain documentation and supporting records and statistics.

Provide highly responsible analytical staff assistance including conducting specific and/or comprehensive surveys and analyses of a variety of alternative transportation methods and systems.

Assist in the preparation of assigned project budgets; prepare budget recommendations relative to assigned projects; coordinate and compile budget recommendations submitted by staff from other City divisions/departments related to alternative transportation projects; research past expenditures and revenues and project future expenditures.

Monitor assigned budget(s) on a regular basis; review purchase requisitions and confirm available funds and authorizations; analyze budget information regarding revenues/expenditures and prepare reports in accordance with requirements of local, State, and Federal funding sources.

Prepare grant proposals according to funding source requirements; monitor approved grants to ensure compliance with conditions and regulations; maintain appropriate documentation and records; participate in audits conducted by grant authority.

Prepare and administer contracts and memoranda of understanding related to various alternative transportation projects; participate in and coordinate and/or facilitate internal and external committees and staff meetings.

Prepare and make presentations to a variety of groups, including local employers, City employees and departments, neighborhood groups and others related to alternative transportation; plan and participate in a variety of outreach activities to promote alternative transportation.

Work with developers, property owners, consulting engineers, City staff, and the general public to develop, include, and improve the safety and use of alternative transportation methods and systems.

Analyze transportation, demographic and economic data pertaining to program development and transportation studies.

Respond to requests for information from the general public, City staff, developers, and other interested parties; research requested information and make recommendations appropriate to resolving inquiries and/or complaints.

Prepare and present to City staff, commission and City Council as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Assistant Transportation Planner

Knowledge of:

Principles and practices of urban transportation and land use planning.

Research methods and procedures including statistical analysis and report writing.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Ability to:

Perform professional work in the development, administration and implementation of a variety of alternative transportation projects.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently walk while conducting site visits; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Prepare a variety of technical reports; prepare and explain graphic displays such as maps, graphs, and charts; and maintain accurate records and files.

Administer assigned project responsibilities; prepare complex reports; evaluate and develop procedures and policies.

Exercise initiative and independent judgment in sensitive situations; interview, research, problem solve, and negotiate.

Communicate clearly and concisely, both orally and in writing.

May attend evening or weekend meetings outside of usual working hours, as required.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

No professional experience is required.

Training:

A Bachelor's degree from an accredited college or university. A degree in urban planning, transportation planning, environmental studies, public or business administration, or a related field is preferred.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Associate Transportation Planner

In addition to the qualifications for the Assistant Transportation Planner:

Knowledge of:

Pertinent local, State and Federal laws, ordinances and rules related to alternative transportation methods and systems and associated environmental issues.

Principles and practices of bikeway development and design and master planning

Practices of budget preparation and administration.

Ability to:

Independently perform professional work related to analysis and presentation of alternative transportation programs and projects.

Evaluate and respond to comments or reports submitted by governmental agencies, various groups, and the general public.

Experience and Training

Experience:

Two years of professional experience performing duties similar to that of an Assistant Transportation Planner with the City of Roseville.

Training:

A Bachelor's degree from an accredited college or university. A degree in urban planning, transportation planning, environmental studies, public or business administration, or a related field is preferred.

License or Certificate

Possession of a valid California driver's license by date of appointment.

11-05-22	Assistant/Associate Transportation Planner
11-07-20	
12-05-16	
11-15-16	
05-12-07	Alternative Transportation Analyst I-II