

# SENIOR TRANSPORTATION PLANNER

Approved: July 2022

FLSA: Non-exempt

Unit: SEIU



<b>Definition</b>
Under general direction, reviews and manages complex transportation planning studies; performs and coordinates a variety of professional transportation planning/engineering field and office work; and plans, assigns and reviews the work of subordinate personnel.
<b>Supervision received and exercised</b>
Receives general direction from management staff. May provide technical and functional direction to lower level transportation staff, contractors or temporary staff.
<b>Class characteristics</b>
This is the advanced journey-level classification in the Transportation Planner series responsible for complex transportation planning and project management duties. Incumbents work on tasks that are varied and complex, requiring considerable discretion and independent judgement. Positions at this level conduct the full range of duties as assigned, work independently, and exercise judgment, initiative, and problem solving. The work involves problem-solving of unique issues or increasingly complex problems without precedent or simple solutions. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Associate Transportation Planner in that the latter is the journey-level class in the series, performing less complex tasks and project management activities.
<b>Examples of typical job functions (illustrative only)</b>
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. <ul style="list-style-type: none"><li>• Leads the development and implementation of transportation plans and studies, consistent with City, state, and federal requirements and guidelines.</li><li>• Oversees administration, analysis, plans, and technical input on projects and plans, including coordinating work with other divisions and City departments, reviewing work to ensure conformance with regulations, guidelines, and plans, tracking and maintaining all project accounting, coordinating schedules, and providing public notices.</li><li>• Prepares reports and oversees others preparing reports on special transportation studies for the Complete Streets Commission, other City commissions, and City Council.</li><li>• Coordinates and monitors the work of planning, environmental, and transportation consultants.</li><li>• Conducts plan reviews for development projects, which may include review of plan sets; project descriptions; and technical work prepared by consultants conducting analyses consistent with the California Environmental Quality Act, National Environmental Protection Act, and city guidelines and requirements.</li><li>• Leads community engagement teams and meeting facilitation activities related to assigned projects and makes public presentations before appointed boards, commissions, committees, and the City Council.</li><li>• May provide oversight for the City Transportation programs.</li><li>• Prepares Leads strategy on identifying and pursuing county, regional, state and federal funding for grants to study or construct transportation projects, including preparing or overseeing preparation of applications.</li><li>• Responds to citizen inquiries and complaints; provides information to the public at the front counter in person, via telephone, or other means of communication regarding transportation information.</li><li>• Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices and new developments in assigned work areas.</li><li>• Provides guidance and direction on transportation planning and design best practices to subordinate professional staff and peers in the agency.</li><li>• Assigns and monitors the work of technical, subordinate professional and temporary personnel who may assist in the above tasks.</li><li>• Represents the City at interagency working groups and other outside agencies.</li><li>• Performs other duties as assigned.</li></ul>
<b>Qualifications</b>
Knowledge of <ul style="list-style-type: none"><li>• Operations, services, and activities of a transportation division including short and long range planning and operation of the transportation system by the City and partners.</li><li>• Principles and practices of multimodal transportation planning and traffic engineering, including state and federal guidance on transportation system design.</li><li>• Urban planning and demographic analysis.</li><li>• Planning terminology.</li></ul>

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including California Vehicle Code, California Manual on Uniform Traffic Control Devices (CA-MUTCD), and the American Association of Transportation and Highway Offices (AASHTO) design guidelines.
- California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) process, classifications and exemptions relevant to transportation facilities.
- Federal, state and local laws, codes, rules, regulations and standards affecting transportation planning and design.
- Federal, state, and regional funding sources and typical application requirements.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Methods and techniques of transportation system design, drafting and estimating.
- Data and statistical analysis techniques to support transportation planning.
- Experience with public engagement and meeting facilitation.

Ability to

- Manage assigned projects in an efficient and effective manner, and prepare deliverables and work products.
- Collect, interpret and analyze transportation planning data accurately.
- Analyze transportation planning issues and problems in a clear and concise manner.
- Research transportation and land use issues, evaluate alternatives, make sound recommendations and prepare and present effective staff reports.
- Communicate verbally, in writing, and through development and preparation of graphics to explain transportation planning concepts.
- Work effectively with resident groups and the public and recognized committees, and make presentations to public bodies.
- Handle a variety of assignments involving different analytical approaches.
- Provide project leadership.
- Direct, coordinate and review the work of assigned team members.
- Work independently to manage demanding and competing deadlines.
- Communicate effectively and persuasively (written and oral) with a wide variety of people.
- Conduct complex analytic techniques and develop decision making frameworks to guide planning studies.
- Establish and maintain effective relationships with regional and state partners.
- Represent Menlo Park in regional transportation planning meetings.
- Exercise good judgment and demonstrated ability to handle sensitive issues with diplomacy and poise.
- Assist in the review of consultant traffic studies and review/analysis of regional transportation studies/issues pertaining to outside agencies such as ABAG, MTC, C/CAG and Caltrans.

**Education and experience**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Bachelor's degree in Urban Planning, Engineering, or a directly related field from an accredited college or university. An advanced degree is highly desirable.
- Five (5) years of increasingly responsible full-time professional transportation planning experience. A master's degree in Transportation, Urban Planning, Landscape Architecture, or a directly related field may substitute for one (1) year of the required experience.

**Licenses and certifications**

- Possession of a valid California Driver's License and a satisfactory driving record.

**Physical demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**Environmental elements**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When conducting site visits, employees may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset, emotional staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.