



AUGUST 2022
FLSA: NON-EXEMPT

ASSISTANT AND ASSOCIATE TRANSPORTATION PLANNER

DEFINITION

Under general supervision (Assistant Transportation Planner) or direction (Associate Transportation Planner), performs and coordinates a variety of professional transportation engineering/planning field and office work; and plans, assigns and reviews the work of subordinate personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Assistant Transportation Planner) or direction (Associate Transportation Planner) from management or supervisory staff. Exercises no direct supervision of staff. May provide technical and functional direction to contractors or temporary staff.

CLASS CHARACTERISTICS

ASSISTANT TRANSPORTATION PLANNER

This is the entry-level classification in the professional transportation planning series. Initially, incumbents learn and perform a variety of techniques related to the development of short and long range transportation plans and conduct oversight of transportation demand management, shuttle, and safe routes to school programs. Positions at this level usually perform most of the duties required of the positions at the Associate level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

ASSOCIATE TRANSPORTATION PLANNER

This is the journey-level classification of the transportation planning series, able to perform the full scope of professional transportation planning duties. Positions at this level are distinguished from the Assistant Transportation Planner level by the performance of the full range of duties as assigned, working independently, and exercising judgment, initiative, and problem solving. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Transportation Planner in that the latter is the advanced journey-level class in the series and is responsible for performing more complex planning and project management activities.

Positions in the Assistant/Associate Transportation Planner class series are flexibly staffed and positions at the Associate level may be filled by advancement from the Assistant level; progression to the Associate level is subject to management approval and is dependent on the incumbent (i) performing the full range of duties assigned to the Associate level, and (ii) acquiring the knowledge, skill, and experience necessary to meet the minimum qualifications for the Associate level of the series.

EXAMPLES OF TYPICAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)

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.

- Manages the development and implementation of transportation plans and studies, consistent with City, state, and federal requirements and guidelines.
- Provides 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.
- Prepares reports on special transportation studies for the Complete Streets Commission, other City commissions, and City Council.
- Coordinates and monitors the work of planning, environmental, and transportation consultants.
- 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.
- Performs community engagement and meeting facilitation related to assigned projects and makes public presentations before appointed boards, commissions, committees, and the City Council.
- Provides oversight for the City's Transportation Demand Management activities, including the City shuttle program and the Safe Routes to School program and Task Force
- Prepares strong applications for county, regional, state and federal funding for grants to study or construct transportation projects.
- 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.
- 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.
- As needed, assigns and monitors work of technical, subordinate professional and temporary personnel who may assist in the above tasks.
- Represents the City at interagency working groups and other outside agencies.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of

ASSISTANT TRANSPORTATION PLANNER

- Principles and practices of multimodal transportation planning and traffic engineering, including state and federal guidance on transportation system design
- Urban planning and demographic analysis
- Planning terminology
- 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

ASSOCIATE TRANSPORTATION PLANNER (in addition to the above)

- 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

ASSISTANT TRANSPORTATION PLANNER

- 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

ASSOCIATE TRANSPORTATION PLANNER (in addition to the above)

- 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.
- Assistant Transportation Planner: One (1) year of full-time professional planning experience or an advanced degree in Urban Planning or a directly related field.
- Associate Transportation Planner: Three (3) years of increasingly responsible full-time professional transportation planning experience or two (2) years of experience and an advanced degree in Urban Planning or a directly related field.

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.