



Professional  
**PLANNER**  
*Transportation*

Reports To: Executive Director  
Accountable To: Executive Director  
Date Prepared:

FLSA Status: Non-exempt  
Compensation Band: Professional II  
Date Revised: April 2017

## GENERAL DESCRIPTION

The Transportation Planner is responsible for research, development and/or implementation of plans, studies, ordinances, and recommendations pertaining to land use, comprehensive planning, community development, housing, urban growth management, transportation, demographic information, economic development, environmental issues, and other regional and community planning areas.

The position conducts data research and analysis, prepares reports; works with local jurisdiction staff, committees, planning commissions and the public; assists with development of scopes of work for agency budgets and grant applications, and authors plans and studies.

Work is performed with latitude for independent judgment within the scope of agency programs and policies, but reports to the Executive Director.

The position is one of two transportation planning positions that works collaboratively on a variety of technical and procedural activities related to a five-county regional transportation planning program and a federally designated metropolitan planning organization for an urbanized area. The position involves extensive work with committees of member jurisdiction staff and elected officials, planning commissions, and the public.

## ESSENTIAL JOB FUNCTIONS

*This description reflects the general concept and intent of the classification. It should not be construed as a detailed statement of all the work requirements that may be inherent to the position.*

Applies working knowledge in establishing and using methodologies for research, analysis, preparation, and coordination of data and information to support studies, prepare documents and materials for public policy issues, planning, and community development.

Provides technical and administrative assistance to member organizations and committees

Prepares and presents reports, graphics and other materials, designs or identifies training opportunities, facilitates work group sessions and develops outreach materials to further understanding of project or program planning efforts and impacts on the community.

Assists with revising local policies, plans and legislation, projecting trends, and monitoring socioeconomic changes with respect to individual programs and projects as needed.

Adheres to federal, state and local regulations as they apply to the assigned project or program in order to demonstrate compliance.

Under guidance of supervisor staff, develops grant applications and, in coordination with the Director and Office Administrator, may administer agreements/contracts with funding and participating agencies and organizations.

Facilitates process for procuring consultants under the guidance of supervisory staff when required.

Under supervisory advisement, scopes and reviews the work of consultants, contracting agencies, and other organizations as appropriate.

Participates in intergovernmental committees in identifying and coordinating planning efforts.

Responds to public inquiries for data and information on planning processes or program related public policies, procedures and regulations.

Assists with and recommends issue resolution through a consensus building process.

Supports the supervisory staff in advising the Director and decision making/advisory boards/committees of program or project needs, public policy issues, planning procedures, comprehensive and special plans, and related regulations.

Assists in identifying regional and urban area transportation issues through collaboration with staff, appointed and elected officials, and the public.

In coordination with other transportation staff and participating jurisdictions, helps prepare reports such as but not limited to the required Metropolitan and Regional Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), Transportation Public Involvement Plan, and the Long-Range Metropolitan and Regional Transportation Plan.

Works with multi-jurisdictional advisory committees at the local and state levels such as the Metropolitan Planning Organization, the five county Regional Transportation Planning Organization and the Regional Technical Advisory Committee throughout all phases of the transportation planning program, as well as, transportation staff at the local, state and federal levels.

## **OTHER JOB FUNCTIONS**

Perform other duties as assigned.

## **KNOWLEDGE, ABILITIES & ATTRIBUTES**

The knowledge and abilities reflect the general concept and intent of the classification. Whether the applicant brings these abilities to the job or is trained while on the job, they are considered an essential part of this job description.

- Ability to establish and maintain effective working relations with state and local agency members, planning staff and the community.
- Ability to work in a team environment to enhance the growth, development and livability within the region.
- Ability to write clear and concise reports, documents and plans and effectively communicate them.
- Experience with and enthusiasm for organizing, conducting and participating in public meetings and hearings.
- Knowledge of and demonstrated experience with principles, practices, regulations and techniques in the field of housing, community development, land use, environmental, transportation and other areas of planning.
- Knowledge of and experience in research methods and the ability to compile, analyze and present data in meaningful formats and mediums.
- Knowledge of and experience with geographic information systems, graphics design and public presentation methods and materials.
- Knowledge of Washington State laws, policies, guidelines, regulations, and manuals regarding transportation such as Washington State Local Agency Guidelines, US Codes Title 9 and 23, 45 and 49, and Revised Code of Washington 47.80 and 49.

## **DISTINGUISHING POSITION CHARACTERISTICS**

The Transportation Planner classification is distinguished from other COG planning positions by the preparation of reports, processes and tools that are the key outcomes of important projects, and the ability to make recommendations regarding broader situations or events in accordance with professional principles.

## **WORKING CONDITIONS**

Work is generally performed in an office environment requiring extended periods of sitting and concentrating; exposure to computer related conditions with the occasional lifting of supplies/materials up to 30lbs

Duties involve travel to attend meetings and conduct work within the local region, state and on occasion, the nation

Working hours are flexible and on many occasions attendance is required at meetings held after normal working hours

Working conditions require the ability to work well and complete duties under stress, deadlines, and while attending to multiple duties simultaneously

## **ESSENTIAL APPLICANT PREREQUISITES**

Must be a specialized professional with a minimum of a Bachelor's degree in urban or regional planning or a related field and three to five years of experience within a planning process related to urban or regional plans, comprehensive plans, transportation or community development.

Must demonstrate strong generalist or specialist skills including requisite planning, organizational and people skills.

Must possess a valid driver's license.

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