

# Transportation Planner I - ITCTC Tompkins County

**Department:** ITCTC

**Classification:** Competitive

**Labor Grade:** WC13

**Approved:** 4/2026

**By:** HB, Deputy Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS:**

(a) Graduation from, or current enrollment with an understanding that the degree must be obtained within 3 months of appointment in, a master's degree program at a regionally accredited or New York State registered college or university in planning, public administration, public policy, business administration, transportation management, logistics, engineering, sustainability, or closely related field; OR

(b) Graduation from, or current enrollment with an understanding that the degree must be obtained within 3 months of appointment in, a bachelor's degree program at a regionally accredited or New York State registered college or university; AND one (1) year of full-time paid (or the equivalent part-time and/or volunteer) experience related to transportation or other relevant planning fields, including working with grants and contracts; OR

(c) Graduation from, or current enrollment with an understanding that the degree must be obtained within 3 months of appointment in, an associate's degree program at a regionally accredited or New York State registered college or university; AND five (5) years of full-time paid (or the equivalent part-time and/or volunteer) experience related to transportation or other relevant planning fields, including working with grants and contracts; OR

(d) Any equivalent combination of training and experience equal to or greater than that defined in (a), (b) and (c) above.

## **SPECIAL REQUIREMENT:**

Must possess a valid New York State driver's license within 30 days of appointment and maintain such license for the duration of employment.

**Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all.**

## **DISTINGUISHING FEATURES OF THE CLASS:**

This position performs entry-level professional transportation planning work in support of the Ithaca Tompkins County Transportation Council (ITCTC), the federally designated Metropolitan Planning Organization (MPO) for Tompkins County. The incumbent assists in the development, coordination, and implementation of transportation planning activities that advance local, regional, state, and federal transportation goals.

Working from established policies and guidance, the Transportation Planner I supports planning studies; assists in the development of key MPO products such as the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and Unified Planning Work Program (UPWP); and provides support to municipal partners and stakeholder agencies.

The incumbent performs research, data analysis, and program support related to multimodal transportation systems, including walking, bicycling, transit, freight, and roadway networks. Work includes collaboration with local governments, public agencies,

consultants, and community stakeholders to support transportation initiatives and investment priorities.

This is an entry-level professional planning position. Work is performed under the general supervision of the Transportation Planning Director or senior professional staff, with guidance provided on assignments. The position does not supervise staff. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Assists in the development and implementation of MPO planning products, including the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and Unified Planning Work Program (UPWP);
- Assists with transportation planning studies, including corridor studies, safety analyses, and multimodal system planning efforts;
- Supports assigned planning projects by completing research, analysis, and documentation tasks;
- Collects, organizes, and analyzes transportation, land use, demographic, and economic data to support planning and policy development;
- Assists in providing technical support to municipalities and partner agencies on transportation planning, project development, and funding opportunities;
- Assists with administration and coordination of federal and state transportation funding programs, including project tracking and documentation;
- Prepares draft reports, maps, presentations, and other materials to communicate planning findings and recommendations;
- Supports MPO committee activities, including preparation of meeting materials and coordination with Policy and Planning Committees;
- Conducts research on transportation trends, best practices, and emerging issues;
- Assists in public outreach and engagement activities, including public meetings, surveys, and stakeholder coordination;
- Supports coordination with consultants and partner agencies in the development and implementation of planning studies and projects;
- Assists in the development and maintenance of transportation data resources, tools, and performance measures;
- Reviews plans, policies, and projects and assists in preparing recommendations based on planning principles and community goals;
- Assists in grant writing and grant administration activities related to transportation planning and implementation;
- Participates in interagency coordination efforts at the local, regional, and state levels;
- Attends training sessions, conferences, and meetings as required;
- Assists with compliance-related activities associated with federal and state transportation programs, including documentation and reporting requirements;
- Supports coordination of agreements, contracts, and amendments between Tompkins County, partner agencies, and consultants;
- Performs other duties as assigned.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Basic knowledge of the principles, practices, and techniques of transportation and land use planning;
- Familiarity with Metropolitan Planning Organization (MPO) processes and federal transportation planning requirements;
- Familiarity with current trends and best practices in transportation planning;
- Good research, data collection, and analytical skills;
- Ability to prepare clear and well-organized written materials with guidance;
- Ability to communicate effectively with a range of audiences;
- Ability to manage multiple assignments with direction and support;
- Ability to work both independently and as part of a team;
- Ability to establish and maintain effective working relationships with municipal partners, agencies, consultants, and the public;
- Good organizational skills and attention to detail;
- Proficiency in standard office software and ability to learn specialized planning, GIS, and analytical tools;

- Ability to interpret and apply policies and technical guidance with supervision;
- Demonstrated initiative and willingness to learn;
- Commitment to public service and advancing a safe, equitable, and sustainable transportation system;
- Physical and mental ability to perform the essential functions of the position with or without reasonable accommodation.

**PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable them to see and accurately work with information on a computer screen. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. The incumbent may occasionally be required to work alone. Almost all work is performed indoors in a temperature-controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. There may be minimal exposure to disagreeable conditions. The employee may at times be asked to drive to get to other County facilities, or otherwise demonstrate the ability to meet the limited transportation requirements of this job. If an individual has limitations, the employee has the right to request reasonable accommodations in accordance with the ADA and as amended.

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