

## **Transportation Planner II - ITCTC Tompkins County**

**Department:** ITCTC

**Classification:** Competitive

**Labor Grade:** WC14

**Approved:** 4/2026

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

### **MINIMUM QUALIFICATIONS:**

1. 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; **AND** 1 year of professional experience related to transportation or other relevant planning fields, including management of grants and/or contracts; **OR**
2. 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 in planning, public administration, public policy, business administration, transportation management, logistics, engineering, sustainability, or closely related field; **AND** 2 years of full-time paid (or the equivalent part-time and/or volunteer) experience related to transportation or other relevant planning fields, including management of grants and/or contracts; **OR**
3. Any equivalent combination of training and experience equal to or greater than that defined in (a) and (b) 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 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 broadly defined policies and guidance established through the MPO process, the Transportation Planner II conducts planning studies; supports 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 technical assistance 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 advance transportation initiatives and investment priorities.

This is a mid-level professional planning position. Work is performed under the general supervision of the Transportation Planning Director with considerable leeway for independent judgment in carrying out assigned projects. The position does not supervise professional staff but may coordinate the work of interns, consultants, or project partners. 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);
- Conducts transportation planning studies, including corridor studies, safety analyses, and multimodal system planning efforts;
- Manages assigned planning studies from scoping through completion;
- Collects, analyzes, and interprets transportation, land use, demographic, and economic data to support planning and policy development;
- Provides technical assistance to municipalities and partner agencies on transportation planning, project development, and funding opportunities;
- Supports administration and coordination of federal and state transportation funding programs, including project tracking and documentation;
- Prepares reports, maps, presentations, and other materials to communicate planning findings and recommendations;
- Participates in and 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 such as safety, equity, climate resilience, and active transportation;
- Assists in public outreach and engagement activities, including public meetings, surveys, and stakeholder coordination;
- Coordinates with consultants and partner agencies in the development and implementation of planning studies and projects;
- Supports development and maintenance of transportation data resources, tools, and performance measures;
- Reviews proposed plans, policies, and projects and provides 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;
- May assist in directing the work of interns, support staff, or consultants on assigned projects;
- Attends training sessions, conferences, and meetings as required;
- Oversees compliance with Title VI Civil Rights, Disadvantaged Business Enterprise, and Americans with Disabilities Act requirements
- Supports coordination of agreements, contracts and amendments between Tompkins County, subrecipients, third-party contractors, local jurisdictions or consultants for projects and project development activities;
- Performs other duties as assigned.

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

- Good knowledge of the principles, practices, and techniques of transportation and land use planning;
- Working knowledge of Metropolitan Planning Organization (MPO) processes and federal transportation planning requirements;
- Good knowledge of current trends, best practices, and emerging issues in transportation planning;
- Strong research, data collection, and analytical skills;
- Ability to prepare clear, concise, and well-organized written materials and reports;
- Ability to communicate effectively with a wide range of audiences, including technical staff, public officials, and community members;
- Ability to manage multiple assignments and priorities simultaneously;

- Ability to work independently and collaboratively in a team environment;
- Ability to establish and maintain effective working relationships with municipal partners, agencies, consultants, and the public;
- Good project management and organizational skills;
- Proficiency in standard office software and ability to learn specialized planning, GIS, and analytical tools;
- Ability to interpret and apply policies, regulations, and technical guidance;
- Demonstrated initiative, sound judgment, and problem-solving ability;
- 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 workday. Other types of physical effort are minimal except for 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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