

TRANSPORTATION PLANNER

Tompkins County

Department: Department of Planning and Sustainability

Classification: Competitive

Labor Grade: K(11)

Approved: Bd.Res. 224, 5/12/91

Revised: 8/91

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in City and Regional Planning or a related field, with one year of full time paid (or the equivalent part-time and/or volunteer) experience in Planning, Education, or Public Relations; **OR**

(b) Graduation from a regionally accredited or New York State registered four year college with an Bachelor's Degree in Planning or related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in Planning, Public Relations, Education, Technical Writing, Government or Media Communications; **OR**

(c) Any equivalent combination of training and experience as described in (a) and (b) above.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a mid-level planning position responsible for the data collection, tabulation, and analysis in support of transportation planning and for providing administrative and information services in support of public transportation programs. The Transportation Planner coordinates the transportation planning by providing professional support to municipalities and other agencies in the county. The incumbent is also responsible for developing and implementing market plans, public information strategies, and for performing administrative functions for public transportation. The incumbent works under the general supervision of the Chief Transportation Planner and overall supervision of the Commissioner of Planning with a high degree of independent judgment and autonomy in executing assigned tasks and responsibilities.

TYPICAL WORK ACTIVITIES:

- Provides assistance to local governments in transportation planning by conducting studies on municipalities' transportation conditions, land use development impact on their transportation net-work, transportation safety improvement, and planning for the county-wide future transportation demands;
- Develops and implements marketing plan addressing transportation program visibility and education materials;
- Responsible for the development of telephone-dispensed information and the training of personnel;
- Researches in transportation programs, such as ridesharing and incentives for public transit;
- Designs presentation and operation materials on public transportation;
- Manages the distribution of bus tickets and schedules;
- Designs and manages County's transit fare revenue data-base;
- Writes and edits transit promotional materials for bulletins, newspapers, radio and television stations;
- Evaluates effectiveness of various public relations programs;
- Functions as ombudsman to address service problems with public transit operators;
- Assist in developing transportation strategies, plans, and projects;
- Assists in the development of the county's public transportation programs, such as bus/van service in the rural areas and park and ride facilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles, practices, and techniques for transportation studies and planning;
- Good knowledge of planning analysis and professional function at the level of county planning agencies;
- Good knowledge in communicating with the public through media;
- Good knowledge of community resources;
- Excellent writing skills and verbal communication skills;
- Good knowledge of artistic graphic design by using desktop publishing software;
- Ability to use and interpret maps and other graphical information;
- Ability to resolve transportation related problems of the general public;
- Skillful application of various word processing, spreadsheet, and graphics programs on microcomputers;
- Ability to work flexible hours;
- Ability to build and maintain cooperative working relations;
- Working knowledge of local government organizations and operations;
- Good judgment, initiative, resourcefulness, and tact;
- Physical condition commensurate with demands of the position.