

TRANSPORTATION PLANNER

DEFINITION

Under general direction of the Executive Director of the Glenn County Transportation Commission (GCTC) and Regional Transit Committee (RTC), this position will perform a wide variety of professional and technical planning assignments, including data analysis for regional planning for transportation, transit, economic development, land use, housing, and environmental studies. This position will manage and participate in planning projects, the activities and operations of Glenn Transit Service, and coordinate assigned activities with local, regional, state, and federal partners. Although this is a Glenn County position, it will provide responsible and complex professional support to the GCTC, the RTC, and advise the public on transportation and transit related issues.

DISTINGUISHING CHARACTERISTICS

Under direction, works independently on difficult to moderately complex transportation planning and transit management projects and programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Executive Director of the Glenn County Transportation Commission and Regional Transit Committee. Works with and may provide limited direction to support administrative staff. May receive direction from other management staff of host county agency (currently Planning and Community Development Services Agency).

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Coordinate and facilitate transit and transportation planning activities between the cities of Orland and Willows, and Glenn County.

Creates agendas, public hearing notices, and resolutions for GCTC and RTC.

Participate in basic to complex transportation plans, programs, projects, and studies.

Prepares grant applications for fund available under various state and federal programs.

Manage and prepare all reporting for ongoing and awarded grant programs.

Prepare requests for proposals and manage awarded consultant contracts.

Assist the preparation of the Overall Work Program, Regional Transportation Plan, Regional Transportation Improvement Program, and other required plans or studies.

Ensure compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) and related environmental mandates.

Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and maintains databases; including Geographic Information System (GIS) data.

Prepares staff reports, presentations, and project information to provide to committees, community groups, city councils, boards of supervisors, the GCTC, and RTC.

Manage and assist in conducting outreach for all transit programs.

Participate in a variety of committees, task forces; attends and participates in profession groups and committees; stays abreast of new trends, innovations, legislation, and regulations related to transportation planning and transit.

Assists with the preparation and administration of the division budget.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Pertinent federal, state and County laws, codes and regulations such as CEQA and NEPA.

Principles, practices, and funding sources for transportation planning and transit.

Basic principles and practices of program management.

Current and ongoing developments, legislation, literature, and sources of information related to the operations of a Regional Transportation Planning Agency and transit service.

Basic transportation planning and transit principles, concepts, standards and practices.

Principles and practices of record-keeping.

Basic principles of business letter writing, technical report preparation, development of presentations; English usage, spelling, grammar and punctuation.

Modern office procedures, methods, technology, and applications related to work.

Basic mathematical principles.

Ability to:

Understand and apply pertinent laws, policies, rules and regulations.

Analyze, interpret, summarize, and present technical information and data in an effective manner.

Performs technical writing and organization assignments and develop presentations.

Interpret, apply, explain, and ensure compliance with federal, state, and local laws, codes, and regulations in conformance with GCTC policies.

Determine work priorities and effectively coordinate with federal, state, and local agencies.

Make accurate arithmetic, financial, and statistical computations.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Effectively represent GCTC and RTC in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with the public.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Use tact, initiative, prudence, and independent judgement with general policy, procedural, and legal guidelines.

Provide effective customer service and show respect to all members of the public.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience is required; one year of technical or paraprofessional experience in an appropriate field related to transportation or transit is desired.

Training:

Equivalent to graduation from an accredited four-year college or university with major coursework in transportation, public administration, urban or regional planning, transportation/traffic engineering, or a closely related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.