

ASSOCIATE TRANSPORTATION PLANNER

DEFINITION

Under general supervision, performs professional transportation planning work; utilizes sophisticated, computerized travel demand forecasting models; conducts advanced level transportation impact studies; prepares plans, studies and reports.

DISTINGUISHING CHARACTERISTICS

The Associate Transportation Planner in Public Works – Engineering and Transportation is a journey level class that leads the Transportation Planning activities relating to multi-modal transportation and associated projects, master plans, specific plans, policies, and programs. The Associate Transportation Planner provides input and technical support to the Transportation Manager in reviewing regional studies such as the Regional Transportation Plan-Sustainable Communities Strategy, Transit Plans, Community Based Transportation Plans, and Countywide Bicycle and Pedestrian Master Plans.

This position also provides support for grant-funding to deliver transportation capital improvements projects, in coordination with Caltrans, Alameda County Transportation Commission, Metropolitan Transportation Commission, and other agencies. The Associate Transportation Planner under the supervision of the Transportation Manager will identify and pursue grant funding opportunities through the Alternative Transportation Program (ATP), Highway Safety Improvement Program (HSIP), Sustainable Community – Technical Assistance Program (SC-TAP), and other similar programs.

This position requires a high level of coordination and interaction with commissions, councils, and citizens groups. The Associate Transportation Planner may review and check the work of subordinate personnel on specific projects for technical accuracy. Additional duties may include procurement of consultants, and consultant contract management.

This position requires a high degree of independent judgment exercised on diverse and specialized assignments. It is further distinguished by its major program coordination responsibilities.

SUPERVISION RECEIVED

General direction and supervision as provided by the Transportation Manager.

SUPERVISION EXERCISED

Responsibilities may include the direct and indirect supervision of lower level professional, technical and clerical staff.

### ESSENTIALDUTIES

Duties may include but are not limited to the following:

Maintains the transportation system database consisting of the transportation system network, transportation analysis zones, socioeconomic data, system characteristics and other data related to the modeling or impact analysis functions.

Applies and maintains the Citywide multi-modal travel forecasting models and the transportation system analysis models. Updates the model parameters, insures the validity of the updated system, maintains consistency with county and regional models and parameters.

Reviews and analyzes land development projects for their transportation system impacts and the adequacy of the transportation facilities and operations associated with them.

Prepares a transportation impact mitigation ordinance, provides the technical analysis and support necessary to adopt and implement the ordinance, and monitors and supports the application of the ordinance.

Provides recommendations resulting from the analysis of alternative transportation system improvements and forecasts, and prepares transportation capital improvement program project lists.

Provides the transportation project list/program necessary to support particular transportation mitigation or assessment programs.

Prepares or provides information necessary for the preparation of the Citywide transportation plan, the update of the circulation element of the General Policies Plan, and the City's component of any county or regional transportation plan. Also provides information and technical support necessary for the development of the City's Transportation Demand Management program.

Prepares and/or reviews reports and studies related to the functioning, improvement and impacts on the transportation system. This may include the evaluation of alternative network improvements and the impacts of proposed or forecasted land development projects.

Works with other jurisdictions, congestion management agencies, citizens, business or professional organizations as necessary.

Assists other sections, divisions, or departments on matters related to transportation planning.

Performs other assignments as directed.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of transportation operations and planning.

State, Federal and Local laws and regulations related to transportation planning functions.

Current theory and application of travel demand forecasting models.

Administrative, legal and technical processes involved in a transportation impact fee program.

Transit, paratransit, ridesharing and transportation demand management techniques.

Ability to:

Use applications of multi-modal travel demand models.

Formulate technical analysis and prepare documents necessary to implement a transportation fee program.

Conduct and monitor studies or projects related to transportation planning, impacts, operational and capacity analysis, complete streets analysis, parking, transit or associated topics.

Operate microcomputers and apply transportation analysis software, including intersection capacity analysis programs.

Review and evaluate site and land development plans to determine their consistency or compatibility with transportation design and operational standards, and to recommend improvements or modifications.

Coordinate work and projects with other city, county, regional and state transportation planning agencies, and with other departments and divisions within the city.

Communicate clearly and concisely, orally and in writing.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

EXPERIENCE AND EDUCATION (continued):

Education: Equivalent to a Bachelor's degree from an accredited college or university in Planning, Civil Engineering, Traffic Engineering, Business or Public Administration or a closely related discipline.

Experience: Two (2) years of professional level experience in transportation planning or a closely related field.

License and Certification: Possess and maintain a valid Class C California driver's license.

Certification by the American Institute of Certified Planners is desirable.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment; travel to various locations and participate in meetings to conduct City business; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of daily office activities; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; perform complex scientific calculations; interact with the public and all different levels of City staff in a professional manner; and safely lift, carry and maneuver office supplies and equipment, such as a lap top, documents, plans or other engineering related materials, weighing up to 35 pounds.

PROBATIONARY PERIOD: One (1) Year

671CS90

June 1990

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AAP GROUP: 4

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt