

CLASS SPECIFICATION
Transportation Planning Coordinator

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, develops, coordinates and administers transportation planning and community involvement programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Transportation Planning Coordinator performs professional program development, coordination and administrative duties to implement transportation planning and community involvement goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Participates in the development of and implements programs designed to realize transportation planning and community involvement goals that are intended to improve public acceptance of infrastructure improvements and utilization of transportation alternatives.
2. Researches and analyzes local, state and federal laws and regulations to determine applicability to and effect on program development and implementation.
3. Assists in establishing priorities for inclusion of program proposals as part of the bureau's operating or capital improvement program budgets.
4. Assists in developing guidelines defining parameters and goals of specific program proposals and their implementation in City codes and policy.
5. Acts as staff resource for assigned program, serving as liaison with other governmental agencies and community organizations, and acting as subject-matter expert to respond to public or agency inquiries.
6. Coordinates program development and implementation issues with other City bureaus to ensure program goals are achieved within the context of citywide planning and public facility design, budgeting, and construction programs.
7. Provides staff services for citizen advisory committees organized for assigned program.
8. Develops informational materials and outreach plans for public education about program impact, transportation alternative utilization, public safety issues and potential benefits.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Transportation and urban planning and design principles, practices, current trends, regulations, standards and laws applicable to the area of specialization.
2. Project planning, budgeting, prioritizing, proposal composition, resource allocation and controls.
3. Public involvement process, methods and organizing and conducting effective public meetings.
4. Information technology and computer capabilities applicable to functional responsibilities.

Ability to:

1. Plan, schedule and coordinate the activities of various work forces to complete different phases of program implementation work.
2. Apply federal, state and city laws, codes, standards, and transportation and urban planning and design concepts and practices applicable to the area of specialization.
3. Conduct research, analyze and prepare studies of developments and trends, legislative and regulatory initiatives and mandates, public attitudes and concerns relating to program area.
4. Prepare and interpret planning documents, code and policy proposals, regulations and complex technical documents.
5. Communicate complex technical matters to non-technical individuals, including making presentations to community organizations.
6. Interact effectively, engage in problem solving and team building, conduct negotiations, and partner with citizens, community groups and contractors.
7. Establish and maintain effective working relationships with a diverse workforce and community.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a recognized four-year college or university with a major in transportation or urban planning, business or public administration, or a closely related field; and at least three years of progressively responsible transportation planning or community outreach experience; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02 Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.

June 2009 - Change Job Class number from 7780 to 30000739, due to system change.