

CLASS SPECIFICATION
Transportation Planning Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, directs the staff of PDOT's transportation planning division engaged in long-range, area, transit and rail transportation planning and policy development; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Transportation Planning Manager directs professional transportation planning staff in the Planning Division of the City's Office of Transportation.

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. Plans, organizes, controls, integrates and evaluates the work of the assigned division professional and technical staff; with subordinate supervisors, develops, implements and monitors work plans to achieve bureau and division mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
3. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Directs the review or preparation of transportation and transit plans, and related infrastructure plans, drawings and specifications for compliance with City Comprehensive Plan, zoning code provisions, appropriate urban design and environmental practices, and land use and other relevant laws and regulations.

5. Directs the project management of urban transportation projects, including development of transportation design concepts, project plans and budgets, application of land use law, initiation and direction of public involvement programs, and formulation of work program proposals.
6. Initiates and monitors implementation of appropriate safety and environmental safeguards in accordance with applicable regulations and prudent professional practice to ensure that employee, citizen and environmental hazards and impacts of operational activities are eliminated or reduced to acceptable or allowable risk levels.
7. Oversees the selection of contract planning services, establishment of work standards and requirements, negotiating contract provisions, monitoring performance and application of relevant laws and regulations, and evaluating compliance.
8. Oversees coordination of unit activities with other PDOT divisions and City bureaus, as well as local, state and federal government agencies.
9. Represents the City on regional transportation funding and planning committees.
10. Initiates and directs the development and implementation of Office of Transportation goals and objectives, procedures, operating policies and programs, evaluation and testing standards and processes.
11. Directs the preparation of federal and state grant proposals, drafting proposed ordinances or resolutions, and make related presentations to various boards or the City Council.

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. Management, planning, organization principles and program planning techniques.
3. Budget, personnel, cost control, and administrative practices and policies.
4. Information technology and computer capabilities applicable to functional responsibilities.

Ability to:

1. Plan, assign, direct and coordinate, through subordinate supervisors, the work of professional and technical staff.
1. Apply federal, state and city laws, codes, standards and transportation and urban planning and design concepts and practices applicable to the area of specialization.
2. Review and interpret planning documents, codes, regulations, and complex technical documents.
3. Communicate complex technical matters to non-technical individuals, including policy makers.
4. Interact effectively, engage in problem solving and team building, and partner with citizens, community groups, and contractors.

5. 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 four-year college or university with a major in transportation or urban planning, or a closely related field; and at least eight years of progressively responsible transportation planning experience, including at least two years of supervision; 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.

Certification by the American Planning Association as a Certified Planner is desired but not required.

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

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0972 PROGRAM MANAGER IV. Adopted: 07-01-92

June 2009 - Change Job Class number from 7784 to 30000741, due to system change.