

CLASS SPECIFICATION
Supervising Transportation Planner

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, oversees staff of a transportation planning section engaged in long-range, area, transit and rail transportation planning and policy development; manages complex transportation planning projects; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Supervising Transportation Planner supervises professional transportation planning staff in a Planning Division within 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, directs and supervises the work of section staff; with staff, develops, implements and monitors work plans to achieve division and bureau mission, goals and performance standards; participates in developing and managing the biennial division budget; participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions, subject to director and City management concurrence.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports 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. Supervises staff or consultants in 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. Provides project management direction and oversight 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. Participates in and supervises 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 contract compliance.
8. Conducts and oversees coordination of unit activities with other City divisions/bureaus, and other local, state and federal government agencies.
9. Assists in the development and implementation of Office of Transportation goals and objectives, procedures, operating policies and programs, evaluation and testing standards and processes.

OTHER DUTIES

1. May prepare or supervise preparation of federal and state grant proposals; may draft proposed ordinances or resolutions, and make related presentations to various boards or the City Council.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Transportation, land use and urban planning and design principles, practices, current trends, regulations, standards and laws applicable to the area of specialization.
2. Administration, planning, organization principles, and program planning/project management 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, supervise and coordinate the work of professional and technical subordinates.
2. Apply federal, state and city laws, codes, standards and transportation and urban planning and design concepts and practices applicable to the section's work assignments.
3. Prepare and interpret planning documents, codes, regulations and technical transportation infrastructure materials.
4. Communicate complex technical matters to non-technical individuals, including policy makers.
5. Work on multi-jurisdictional and interdisciplinary planning projects.
6. Interact effectively, engage in problem solving and team building, 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 four-year college or university with a major in transportation or urban planning, or a closely related field; and at least six years of progressively responsible transportation planning 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.

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):

3359 PUBLIC WORKS PROJECT MANAGER. Adopted: 07-01-92; Revised: 01-28-94, 08-31 94, 09-21-95, 03- 11-96

June 2009 - Change Job Class number from 7782 to 30000740, due to system change.