

CITY OF SALINAS

ASSISTANT TRANSPORTATION PLANNER

BARGAINING UNIT/CLASS CODE

SMEA / F11

DEFINITION

To perform, coordinate and evaluate transportation planning activities and to provide technical staff assistance for the Development and Engineering Services Department's Transportation and Development Section. This position differentiates from the Transportation Planner position by complexity of work and experience requirements.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level class in the professional transportation planning series. Assignments are generally limited in scope and within the design and procedural framework established by higher-level employees. However, as experience is acquired, the employee performs with increasing independence. This class is distinguished from that of the Transportation Planner by less complex assignments received and less independence/discretion exercised.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Transportation and Development Senior Civil Engineer and/or Deputy City Engineer. May exercise indirect and/or project supervision over professional, technical and clerical personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Coordinates transportation planning and implementation activities for projects such as Transportation Centers, Bikeways and Pedestrian Plans, Traffic Fee Ordinance Updates, Trip Reduction Programs, and Transportation Studies. Develops and implements the City's goals, objective, policies and procedures relating to vehicle transportation and other modes of transportation serving the community and the region. Assist in the development of traffic calming plans; working with engineers and consultants. Assists the department in defining work goals and objectives for transportation planning. Manages the City's Employee Trip Reduction Program including the administration of the vanpool program, and the development and implementation of carpool, vanpool, cycling and pedestrian policies. Provides supportive analysis to transportation legislation and regional initiatives both at local/regional and State/Federal levels. Performs minor traffic and transportation studies, analyzes data, and makes recommendations for policies and procedures. Ensures that quality work standards are adhered to and maintained in all aspects of transportation study, planning, and implementation. Designs marketing studies and advertising for promotion of transportation alternatives. Represents the City in transportation matters with community groups, boards, commissions, and other organizations. Assists in developing, and administering contractual agreements relating to traffic and transportation issues. Prepares staff reports, research studies, plans, and legal notices as necessary. Represents the department at public hearings on transportation planning matters, responds to public concerns and inquiries, and organizes public meetings to obtain input. Reviews the traffic congestion impact analysis and other circulation sections of Environmental Impact Reports and traffic studies and prepares the department's response. Reviews development plan proposals for conformity with City policies and standards; writes reports conditioning said proposals. Promote and maintain safety in the workplace. Performs related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn,

CITY OF SALINAS
ASSISTANT TRANSPORTATION PLANNER (continued)

bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include driving to job sites, training and out-of office meetings.

QUALIFICATIONS

Knowledge of:

Principles of urban transportation planning. Principles of public administration and project management. Applicable Federal, State, and Local laws and regulations relating to urban transportation planning. Grant and contract administration, and negotiation techniques. Applicable environmental regulations (e.g., California Environmental Quality Act and the National Environmental Protection Act Research methods and procedures; mathematics and statistics. Written, oral, and graphic presentation techniques. Group persuasion principles and practices.

Ability to:

Manage transportation planning projects (e.g., Bikeways Plan Update, etc.) including the preparation of work plans and oversight of project budgets, and accompanying administrative details. Support senior staff to identify and resolve complex organizational, procedural, and technical problems. Correctly interpret, analyze, explain, and apply governmental policies, procedures, laws, and regulations. Develop and administer consultant services contracts. Prepare concise, comprehensive, and accurate written reports and correspondence. Establish and maintain effective working relationships with City staff, public agencies, and the general public. Coordinate division activities with other divisions, departments, agencies, and the general public. Communicate clearly and concisely, orally and in writing. Effectively organize tasks, plan time, and meet deadlines. Promote the mission, values, and standards of the organization.

Education and Experience:

An example of the education and experience which most likely demonstrates the required knowledge, skills, and abilities would be any combination equivalent to a Bachelor's Degree from an accredited college or university with major course work in urban and regional planning, transportation planning, public administration, civil engineering, or a closely related field; and two (2) years of progressively responsible work experience in urban and regional planning, transportation planning, traffic engineering or public administration.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 9-01, REV: 4-04, REV: 10-06