

TITLE: **TRANSPORTATION PLANNER I-IV**

DEFINITION: Under supervision prepares, implements and evaluates studies, programs and/or projects related to mobility, traffic and/or transportation activities.

REPORTS TO: Division Head

DISTINGUISHING CHARACTERISTICS:

- Grade Level I - Under direct supervision, incumbents are responsible for routine studies, programs and/or projects related to mobility, traffic and/or transportation activities
- Grade Level II - Under general supervision, incumbents are responsible for journey-level studies, programs and/or projects related to mobility, traffic and/or transportation activities; incumbents may work independently.
- Grade Level III - Under limited supervision, incumbents are responsible for advanced journey-level studies, programs and/or projects related to mobility, traffic and/or transportation activities requiring independent judgement; incumbents may work in a lead capacity.
- Grade Level IV- Under minimal supervision, performs highly specialized mobility, traffic, and/or transportation planning work; and acts as a project manager or may act as a team leader supervising the efforts of project teams or other Transportation Planners.

EXAMPLES OF DUTIES:

- Prepares, implements and evaluates mobility, traffic, and/or transportation studies, environmental documents, and research pertinent to current and future transportation modalities, programs, and facilities being developed by the City.
- Researches grant opportunities, prepares grant applications, and develops funding strategies to support City projects and programs.;
- Supports and implements programs and activities as outlined in planning documents relative to the City of Long Beach, including the Mobility Element, the Bicycle Master Plan, the Vision Zero Action Plan, and Pedestrian Plan.
- Collects and reports data relative to active and sustainable transportation modes.
- Manages the implementation of tasks related to projects, both infrastructure and programmatic, including (but not limited to) project reporting, budget, consultant management, and project delivery.
- Conducts or assists in the analysis of regulatory and legislative issues.

- Reviews and provides input on project design to support engineering efforts on infrastructure projects.
- Manages consultants performing work for the City in support of programmatic and infrastructure goals.
- Develops public relations campaigns and social media activities to support activities as outlined in the City's plans and Department's goals and objectives.
- Represents the City and the Department at meetings and public events including (but not limited to): Metro, Caltrans, SCAG, SCAQMD, Business Improvement Districts (BIDS), Homeowners Associations (HOA), LACMTA, and other similar groups.
- Researches and develops training opportunities relative to the tasks performed by staff members in the Department.
- Prepares correspondence, reports, studies, and project fact sheets in support of the City and Department's goals and objectives.
- May supervise intern and other support staff.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.
- Ability to execute funding applications including data collection, narrative, and support documentation.
- Demonstrates knowledge of data collection and measuring project effectiveness prior to and following implementation.
- Demonstrates an understanding of urban planning principals and an ability to work effectively to address the present and future transportation needs in an urban setting

MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with a Bachelor's Degree in Urban Planning, Architecture, Environmental Science, Civil Engineering or closely related field.
- One year of experience preparing, implementing, and/or evaluating mobility, traffic, and/or transportation studies is required. A Master's Degree in urban planning or a related field may be substituted for the one year of required professional experience.
- A valid motor vehicle operator's license.
- A willingness to work occasional evening and weekends.

DESIRABLE QUALIFICATIONS:

- Experience with traffic engineering and transportation engineering/planning principles and methodologies (including computer software applications).

- Experience with related computer software applications.
- Knowledge of general transportation engineering design principals.
- Knowledge of federal and state rules and regulations pertaining to traffic engineering.

HISTORY:

Approval/Adoption Date: 11/06/2019