

SENIOR TRANSPORTATION PLANNER

SUMMARY/PURPOSE

Plan, develop, and coordinate all aspects of City transportation systems, including analysis, review, and approval of major public investment or transportation elements in private development, conducted in coordination with City Engineering, Street Maintenance, Zoning, Land Use, and Business and Community Development. Provide policy guidance regarding regional transportation systems both within and affecting the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. In collaboration with the supervisor and the City Engineering division, organize, coordinate and advance the City's initiatives and strategic vision for all forms of transportation.
2. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
3. Lead transportation research and studies, including multi-modal transportation studies; assemble, correlate, and analyze information regarding community needs and issues.
4. Utilize transportation related software to evaluate crash data, traffic models, and pavement quality to provide data and support for recommendations.
5. Coordinate City transportation planning and project implementation efforts with regional partners, including the Metropolitan Interstate Council, Duluth Transit Authority, St. Louis County Transportation, and the State of Minnesota Department of Transportation, including bicycle and pedestrian planning, coordination, and implementation.
6. Develop and manage work plans, schedules, and budgets for interdisciplinary projects that are technically complex, difficult, and of a sensitive nature.
7. Solicit, evaluate, and participate in the selection process for proposals for transportation project design, implementation, and other project or program types.
8. Prepare and/or present reports, proposals, requests, contracts, and recommendations.
9. Conduct public meetings, and arrange or provide staff services for public boards, commissions, and committees.
10. Monitor project and/or program performance for compliance with contract provisions, regulations, and goals, both on-site and off-site.
11. Prepare applications for state and federal funding to support transportation initiatives.
12. In concurrence with the engineering division, recommend the expenditure of state or federal funds for transportation projects in accordance with approved contract provisions and regulatory guidelines for projects.
13. Assist in budget preparation for both short and long range transportation plans, including preparation of the Capital Improvement Plan, the five and ten year street improvement program, and other applicable transportation budget functions as assigned.
14. Assist in preparing and providing support to legislative initiatives to satisfy City transportation initiatives and implementation actions.
15. Provide information upon request as appropriate to public agencies, the Metropolitan Interstate Council, City boards and commissions, citizens, and public media.
16. Lead and coordinate public outreach events such as workshops, forums, information sessions, neighborhood project evaluation, and project discussions.
17. Lead evaluation processes to consider transportation policy and design alternatives, identify issues, evaluate potential solutions, and recommend project design and implementation.
18. Attend meetings and/or present in public on behalf of the City and Department, including serving as city representative on transportation-related issues, meeting facilitation, and advocating for City interests. Serve as a liaison to boards, commissions, or committees as assigned.
19. Respond to requests for information on assigned programs and projects.
20. Build and maintain positive relationships with diverse individuals and groups, seeking to gain

- consensus for the future of the City's transportation system.
21. When assigned as a team lead, establish team priorities, assign work to personnel, collaborate with team members to ensure uniform service to residents, and coordinate schedules to facilitate timely completion of work and fulfillment of division goals and objectives.
 22. Act as project lead for complex programs and projects, including preliminary negotiation, overall project, or program coordination.
 23. Assist in guiding the work of aides/interns assigned to researching and writing reports and proposals, and providing staff services to public boards, commissions, and committees.
 24. Provide job coaching and mentoring to planning interns, planning technicians, Planner I and Planner II.
 25. In collaboration with the supervisor, organize and direct work activities of assigned team, determine work priorities, assignments, and work schedules.
 26. Provide input on decisions regarding the hiring and discipline of personnel.
 27. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve.
 28. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Four-year bachelor's degree in Transportation Planning, Planning, Urban Development, or other transportation-based field; and five years full-time equivalent experience in transportation planning as described in the functional areas identified as essential above. A Master's degree in related field may be substituted for two years of experience.
 - B. American Institute of Certified Planners (AICP) certification preferred.
2. License Requirements
 - A. A valid vehicle operator's license equivalent to a Minnesota Class "D" Driver's License.
3. Knowledge Requirements
 - A. Knowledge of the principles and procedures of transportation system planning, design, construction, maintenance and operation.
 - B. Knowledge of Federal and State laws, codes, active legislation, and programs related to transportation systems, planning, and funding, including the State Transportation Investment Program and the Americans with Disabilities Act.
 - C. Capable of managing multiple high-priority projects.
 - D. Knowledge of and experience utilizing best practices in transportation planning, including Minnesota Department of Transportation and NACTO guidelines.
 - E. Strong analytical skills to interpret data and make recommendations.
 - F. Knowledge of math and statistics.
 - G. Basic knowledge of legal principles.
 - H. Basic knowledge of project budgeting and accounting.
 - I. Basic knowledge of public administration.
 - J. Knowledge of grant writing methodology, public process, and review procedures.
 - K. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
 - A. Skill in communication.
 - B. Skill in public presentation.
 - C. Skill at negotiating.

- D. Skill in handling public and media relations.
- E. Some skill in graphics/design work.
- F. Skill in grant writing and securing funds.

5. Ability Requirements

- A. Ability to be innovative, creative, strategic, and detail-oriented, and experienced and comfortable in highly visible and controversial projects.
- B. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- C. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- D. Ability to maintain confidential information.
- E. Ability to use good judgment in decision-making.
- F. Exhibits leadership qualities of dependability and accountability.
- G. Ability to analyze and solve problems.
- H. Ability to design and prepare graphic presentations.
- I. Ability to read and understand technical and legal documents.
- J. Ability to use a computer and associated applications software including word processing, desktop publishing, presentation, database, and spreadsheet.

6. Physical Ability Requirements

- A. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 pounds per load for presentation at public meetings.
- B. Ability to transport oneself to, from, and around sites of projects and programs, and sites of public meetings.
- C. Ability to attend work on a regular basis.

HR: HD	Union: Basic	EEOC: Professionals	CSB:	Class No:
WC:	Pay:	EEOF: C.D.	CC:	Resolution: