

CITY OF GLENDALE

TITLE: Senior Transportation Analyst	CLASS CODE: 494
REPORTS TO: Planning Manager	GRADE: 29
DEPARTMENT: Transportation	FLSA: E
JOB SPECIFICATION DATE: July 23, 2008 cm	

JOB SUMMARY

Performs advanced, professional level financial analysis, administration, and transportation planning duties relating to the city's roadway, transit, airport, bicycle and pedestrian transportation networks.

ESSENTIAL FUNCTIONS

1. Performs advanced, complex financial analysis and financial administration work involving economic models, bonding, sales tax projections, grant funding, and trend analysis.
2. Creates comprehensive financial reports related to Transportation project funds, operating and maintenance costs, federal and regional grants, and annual and 25 year sales tax program.
3. Facilitates the implementation of plans including development of design concepts, formation of financial plans, and preparation of budgets, capital programs and schedules.
4. Conducts and reviews complex technical analysis including mathematical calculations, financial analysis, and cost estimations.
5. Provides guidance and serves as a technical resource to other transportation staff.
6. Develops transportation plans including multimodal plans and plans for individual modes of transportation including bicycles, pedestrian, transit and streets.
7. Conducts highly technical research and analysis, evaluates findings, identifies significant issues, determines options, and develops staff recommendations on difficult and complex projects.
8. Provides technical support, information, and guidance to property owners, developers, other staff members, other City departments, elected and appointed officials and representatives of other jurisdictions on adopted ordinances, policies, plans and procedures.
9. Meets with citizens, property owners, developers, attorneys, engineers and other professionals to discuss and resolve transportation planning and financial issues.
10. Works with public and neighborhood groups to obtain input to plans and address transportation issues.
11. Works with federal, state and regional agencies as well as other departments within the city to develop and implement transportation plans.
12. Represents the city on city task forces and interdepartmental teams on specific projects or issues.

SECONDARY FUNCTIONS

13. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- The principles, practices and methods used in transportation planning
- Financial principles and policies including development of financial plans, budgets and capital programs
- Data gathering and research methods, data review, reporting and presentation
- City policies and procedures related to transportation
- Project management and organization principles
- Engineering principles related to transportation designs, concepts and traffic analysis

Ability to:

Develop and implement transportation plans

Perform complex financial analysis and create comprehensive financial reports

Conduct research, compile data, analyze findings, identify key issues and prepare professional recommendations

Plan, organize, and manage the activities of project teams, and multiple projects to completion

Communicate effectively, verbally and in writing

Establish and maintain effective working relationships with co-workers, citizens, business owners, city officials, upper management, Attorneys, and other professionals and developers

Identify, facilitate and resolve project issues and problems

Exercise considerable initiative and independent judgment, and function in a non-supervisory leadership role

Provide quality customer service

WORKING CONDITIONS

Office setting

MINIMUM QUALIFICATIONS

Master's degree in Urban or Transportation Planning or a related field and three years experience in Transportation Planning.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.