

CITY OF GLENDALE

TITLE:	Transportation Planner	CLASS CODE:	498
REPORTS TO:	Transportation Planning Manager	GRADE:	27
DEPARTMENT:	Transportation	FLSA:	E
JOB SPECIFICATION DATE: August 7, 2006 cm			

JOB SUMMARY

Performs professional planning relating to the City's transportation system.

ESSENTIAL FUNCTIONS

1. Administers the Glendale Onboard (GO) Transportation Program to include: programming transportation projects into the Capital Improvement Program, right of way acquisitions; writing required council communications; participating in the public involvement process; and serving as the primary contact for transportation planning and programming issues.
2. Oversees the Capital Improvement Program Budget for transportation projects.
3. Performs mathematical calculations, financial analyses, and cost analyses for transportation planning projects and programs.
4. Prepares and presents reports to the Citizens Transportation Oversight Commission, City Council and citizen groups.
5. Represents the Transportation Department on various intergovernmental committees on regional transportation planning and development matters.
6. Conducts, researches and analyzes traffic and land use data to identify transportation system needs.
7. Participates in regional transportation planning including regionally funded projects for the city, and submit applications for federal funding.
8. Participates in regional transportation studies and plans.
9. Coordinates the work of consultants performing transportation planning activities, and assists with developing project schedules.
10. Conducts public meetings with neighborhood groups and special interests.
11. Researches, writes and makes recommendations for complex transportation plans and studies.

SECONDARY FUNCTIONS

12. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

The principles, practices, and methods used in transportation and land use planning and available implementation techniques
Data gathering and research methods, data review, reporting and presentation
Public communication and issue resolution techniques
Capital project planning and design review
Intergovernmental coordination processes
City policies and procedures related to land use, and development
Project management and organization principles

Ability to:

Apply transportation planning principles to work assignments, implement City ordinances and policies
Plan, organize, and manage the activities of project teams, and multiple projects to completion
Conduct research, compile data, analyze findings, identify key issues, and prepare professional recommendations

Represent the City of Glendale on various regional County and State Committees

Review and investigates citizen requests for street, transit, pedestrian, and bicycle improvements

Communicate effectively both verbally and in writing

Establish and maintain effective working relationships with City employees, contractors, other government agencies, and the general public

Conduct public meetings on transportation planning and be viewed by the public as an expert in these areas

Interpret regulations, policies, and guidelines of the City of Glendale and other government agencies

Exercise considerable initiative and independent judgment

Provide quality customer service

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's degree in Urban or Transportation Planning, Urban Design, Geography, or related field, and three years of experience in transportation planning, project review, or related transportation development activity.

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

SPECIAL REQUIREMENTS

Valid Arizona's driver's license