



August 2022
FLSA: Exempt

Associate Transportation Planner

DEFINITION

Under the supervision of the Director of Planning, assists in the delivery of transportation planning activities; manages, organizes and coordinates assigned projects and areas of responsibilities that include community based transportation planning, management of climate initiative programs including Sea Level Rise and Alternative Fuels (Electric Vehicle) programs, transportation land use coordination and transit-oriented development activities, unique analyses and studies, including equity analysis and program support, innovative transportation programs, pilot programs, and transportation data analytics and management; represents TAM on transportation matters with other governmental agencies, community groups, and transportation organizations; may also assist in the oversight of fund programming activities, including analysis, report writing, and committee interaction and management; and performs other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

The Associate Transportation Planner receives general supervision from the Director of Planning and may also receive technical and functional direction from the Principal Planner.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assist in the management of a comprehensive transportation program and other transportation planning projects.
- Assist in transportation planning and analysis
- Manage consultant contracts and evaluate effectiveness of contract services provided.
- Interpret, apply, and explain laws, rules, regulations, and policies.
- Make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.
- Develop and coordinate complex work programs, research projects and analytical studies.
- Analyze complex transportation issues, evaluate alternatives, and reach sound conclusions.

- Conduct spreadsheet analysis and translate technical data and information into language understandable to the general public.
- Prepare and make presentations to a wide variety of audiences.
- Communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.
- Support implementation of TAM's Sea Level Rise program.
- Support implementation of TAM's Innovation Program.
- Support implementation of Alternative Fuels program activities and planning efforts.
- Support programming staff with administration of funding programs and policy compliance.
- Support development of Equity analysis and plans, including working groups and countywide planning efforts.
- Participate in pertinent local, regional, state, and federal working groups and meetings.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern principles and practices of transportation planning and analysis.
- Principles and techniques of quantitative analysis, including spreadsheets and database analysis and management.
- Land use, sustainable community initiatives, and environmental, economic, and social concepts as applied to transportation planning.
- Principles and practices of project management and control, including techniques to facilitate inter-agency cooperation.
- Proposal writing and contract administration.
- Principles and practices of program and budget development, analysis, administration, and evaluation.
- Research, analytical and statistical methods applicable to transportation planning.
- Inter-relationships among government agencies with respect to transportation needs and supportive solutions to address those needs.

Ability to:

- Manage a variety of program management functions, including budget development, cost estimates, managing consultant contracts and evaluating effectiveness of contract services provided.
- Develop high quality graphics, including maps, tables and charts to effectively communicate visually.
- Communicate clearly and concisely, including orally, in writing, and graphic design.

- Respond effectively to multiple demands, ambiguity, shifting priorities, emerging situations, and rapid change.
- Identify and define problems; extract key information from data; and develop workable solutions for the problems identified.
- Achieve thoroughness and accuracy when accomplishing a task.
- Foster team communication and dialogue; identify opportunities for building consensus
- Build relationships based on mutual trust and respect.
- Show commitment, dedication, and accountability, and follow through on all projects, goals, and aspects of one's work.
- Manage time and priorities in an efficient and effective manner.

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in transportation planning, city and regional planning, civil engineering, economics, or public administration, or a closely related field and two (2) years of professional experience in public transportation or transit planning. A Master's Degree in transportation planning or a related field may be substituted for the professional experience required.

License or Certificate:

Possession of, or ability to obtain, a valid California Driver's license may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

PHYSICAL REQUIREMENTS

Mobility sufficient to work in a standard office setting and use standard office equipment, including computers and peripheral devices; vision sufficient to read printed materials and a computer screen; and hearing and speech sufficient to communicate in person and over the telephone. Exertion of up to 20 pounds of force occasionally, 10 pounds of force frequently, and a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects is required. Work involves sitting most of the time. Walking and standing are required only occasionally. Finger dexterity sufficient to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment is required. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances.