

NEW CASTLE COUNTY GOVERNMENT

Number 0619

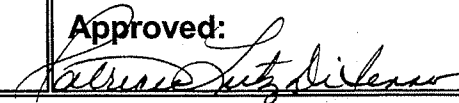
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Date 05/01/01

CLASS SPECIFICATION

Title: TRANSPORTATION PLANNER

Approved:



GENERAL STATEMENT OF DUTIES: Assumes responsibility for the transportation planning program of the Land Use Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class plans, organizes and directs employees engaged in activities pertaining to transportation recommendations concerning proposed subdivisions, zoning changes, site plans and transportation planning studies; compiling and analyzing research data and performing related activities. This employee also coordinates the transportation planning program of the County with those of the State and the Regional MPO. An employee in this class works under the general supervision of a superior and exercises considerable judgement and independence in technical transportation planning matters.

EXAMPLES OF WORK: (Illustrative only)

- Prepares long-range and short-range transportation plans for the County;
- Collects and/or analyzes data relative to long- and short-range transportation planning studies;
- Conducts, prepares and reviews traffic impact analyses;
- May assist or participate in the supervision of a division or section;
- Receives transportation planning and related work assignments, schedules their performance and makes general assignments to subordinates;
- Performs transportation and related planning work and reviews work prepared by subordinates;
- Reports on the progress of work and makes adjustments as necessary in the scheduling of work;
- Prepares or reviews transportation and related plans and reports;
- Confers with the public and other organizations on matters concerning transportation and related planning which occasionally requires presenting information to organizations and at individual conferences;
- Reviews and analyzes state and regional transportation capital improvement programs and procedures;
- Organizes and conducts sub-regional transportation and planning studies;
- Acts as liaison with community groups regarding transportation and related matters;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;

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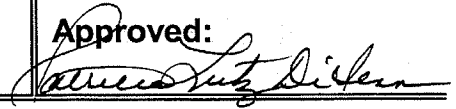
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Date 05/01/01

CLASS SPECIFICATION

Title: TRANSPORTATION PLANNER

Approved:



- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of transportation planning; thorough knowledge of laws and regulations related to transportation planning; thorough knowledge of multi-model transportation simulation modeling, system analysis, and travel demand forecasting, particularly utilizing micro-computer based transportation planning programs; thorough knowledge of traffic impact analyses and reporting; ability to perform technical research work and to give reliable advice on difficult transportation planning projects and problems; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with subordinates, other agencies and the public; ability to supervise the work of professional and non-professional staff; good judgement; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years experience in transportation planning or transportation engineering and possession of a Bachelor's Degree from an accredited college or university with major course work in city, regional or transportation planning, transportation engineering or related field; a Master's Degree may be substituted in lieu of one year work experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established: 05/01/89

Revised: 04/01/94

Revised: 07/01/97

Revised: 05/01/01