



POSITION DESCRIPTION

TITLE: Transportation Planner **LAST UPDATED:** August 2017
DEPARTMENT: Planning and Building Safety **FLSA STATUS:** Exempt

FLSA designation cannot be assigned to a job class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designations included on the job description are for general administrative guidelines.

SUMMARY:

Under basic supervision, performs work of technical difficulty and complexity in professional transportation planning for the Planning and Building Safety (PBS) Department; coordinates and conducts comprehensive planning efforts and projects to result in the development and implementation of an Integrated Transportation Plan; coordinates with outside agencies on transit and transportation initiatives.

PRIMARY DUTIES AND RESPONSIBILITIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Coordinates and facilitates the creation and implementation of an Integrated Transportation Plan; identifies Capital Project teams, needs, and development of project groups necessary for the Plan.
- Staffs and supports the Transportation Advisory Committee to implement the Integrated Transportation Plan; coordinates other transportation-related discussion; Organizes agendas and facilitates Committee meetings; works with the Committee to annually prioritize the implementation work to be completed.
- Develops and implements an adaptive Transportation Demand Management plan; creates policies to manage parking, commuters, new development, residents, and visitors; coordinates efforts and measures with other agencies.
- Assists in the development and ongoing operation of a regional travel demand model to facilitate coordination in planning for traffic and transit alternatives and to evaluate capital and operations alternatives
- Manages complex, specialized, and politically sensitive professional planning applications and activities; uses professional knowledge of transportation and transit planning and growth management theory, public policy, and land use law to complete and manage projects.
- Assists with oversight and management of consultant projects.
- Keeps the Planning Manager and PBS Director apprised of technical, approval, and deadline issues.
- Recommends goals and objectives, and assists in the development of policies and procedures.
- Coordinates activities with other Town and County Departments and government agencies.
- Maintains and updates files and records.
- Responds to inquiries, and resolves technical problems and complaints.
- Supports the relationship between the Teton County staff and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and County staff; maintains confidentiality of work-related issues and County information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's Degree in Planning, Public Administration, OR Transportation Engineering; **AND** seven years of experience with transportation planning programs; **OR** equivalent combination of education, training, and experience. Master's Degree is desirable.

Required Licenses and Certifications:

- Must possess a valid Wyoming/Idaho Driver's License and maintain an acceptable driving record.
- Specific technical skills training and certifications may be required.

Required Knowledge of:

- County policies and procedures, and state and federal laws and regulations governing planning and development.
- Principles and practices of transportation planning and Capital Improvement Project planning.
- Current legislative, political, and economic trends in state and federal government.
- Standard and specialized computer software applications, including Geographic Information System (GIS).

Required Skills in:

- Explaining regulations and procedures, and County policies and procedures.
- Assessing and prioritizing multiple tasks, projects and demands.
- Responding to public inquiries and providing information on departmental services, programs, policies, and procedures.
- Providing effective customer service, resolving conflicts, and dealing tactfully and courteously with the public.
- Maintaining accurate and interrelated technical records, and identifying and reconciling errors.
- Establishing and maintaining cooperative working relationships with County employees, representatives from other government agencies, community groups, and Planning Commission and Transportation Advisory Committee.
- Communicating effectively verbally and in writing.

Physical Demands/Work Environment:

- Work is performed in a standard office environment.