

TRANSPORTATION PLANNING MANAGER

NATURE OF WORK

Supervisory and professional strategic planning work involving City transportation and public works planning efforts.

CLASSIFICATION STANDARDS

The single position allocated to this classification reports to a designated supervisor and works under general supervision. Work in this class is distinguished from higher classes by its emphasis on transportation and public works related planning activities and from lower classes by its emphasis on supervisory duties and independent judgment and ingenuity in planning work.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Plans, organizes and oversees work of the Geographic Information System program.

Supervises, plans and coordinates work of subordinates.

Coordinates and prepares studies, reports, memoranda, correspondence, analyses, and recommendations relating to transportation and public works related planning activities.

Maintains and operates computer based travel forecasting model to evaluate future transportation needs.

Ability to establish and maintain effective working relationships and to coordinate with other City departments, other public agencies such as Alachua County, Florida Department of Transportation, North Central Florida Regional Planning Council, as well as private consultants and the general public.

Make presentations and recommendations to advisory committees, advisory boards, City Commission based on results of completed studies and sound planning practices.

Ability to communicate effectively and clearly, orally, in writing and graphically and to prepare succinct, coherent and technically accurate reports and analyses.

Researches and explores funding sources for transportation and other public works activities.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Conducts field investigations and interviews and secures data for transportation projects/studies.

Keeps records and prepares periodic and special reports based on research, interviews, or field investigations.

Performs other related duties as assigned.

MINIMUM REQUIREMENTS

Masters degree in Civil/Transportation Engineering or Planning and three (3) years experience or an equivalent combination of training and experience which provides the required knowledge, skills and ability.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

Required to work and attend meetings outside regular business hours.

SELECTION FACTORS

Thorough knowledge of principles, practices, and methods of transportation planning and studies.

Knowledge of computers and relevant software, particularly computer mappings systems, including all Microsoft Office products. Experience with preparing reports, documents and data using computer software.

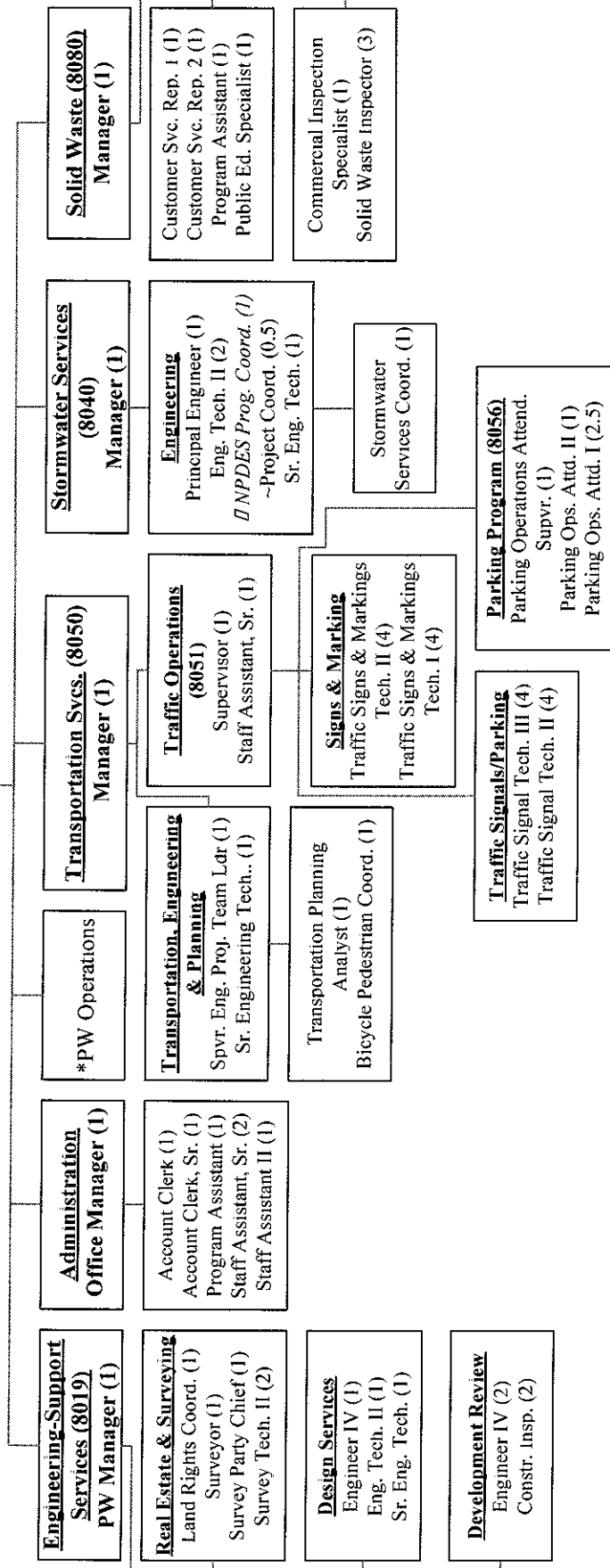
Ability to communicate effectively, both orally and in writing.

Ability to work effectively with coworkers and the general public.

Ability to prepare and maintain accurate records and reports.

Public Works

**Administration (8010)
Public Works Director (1)**

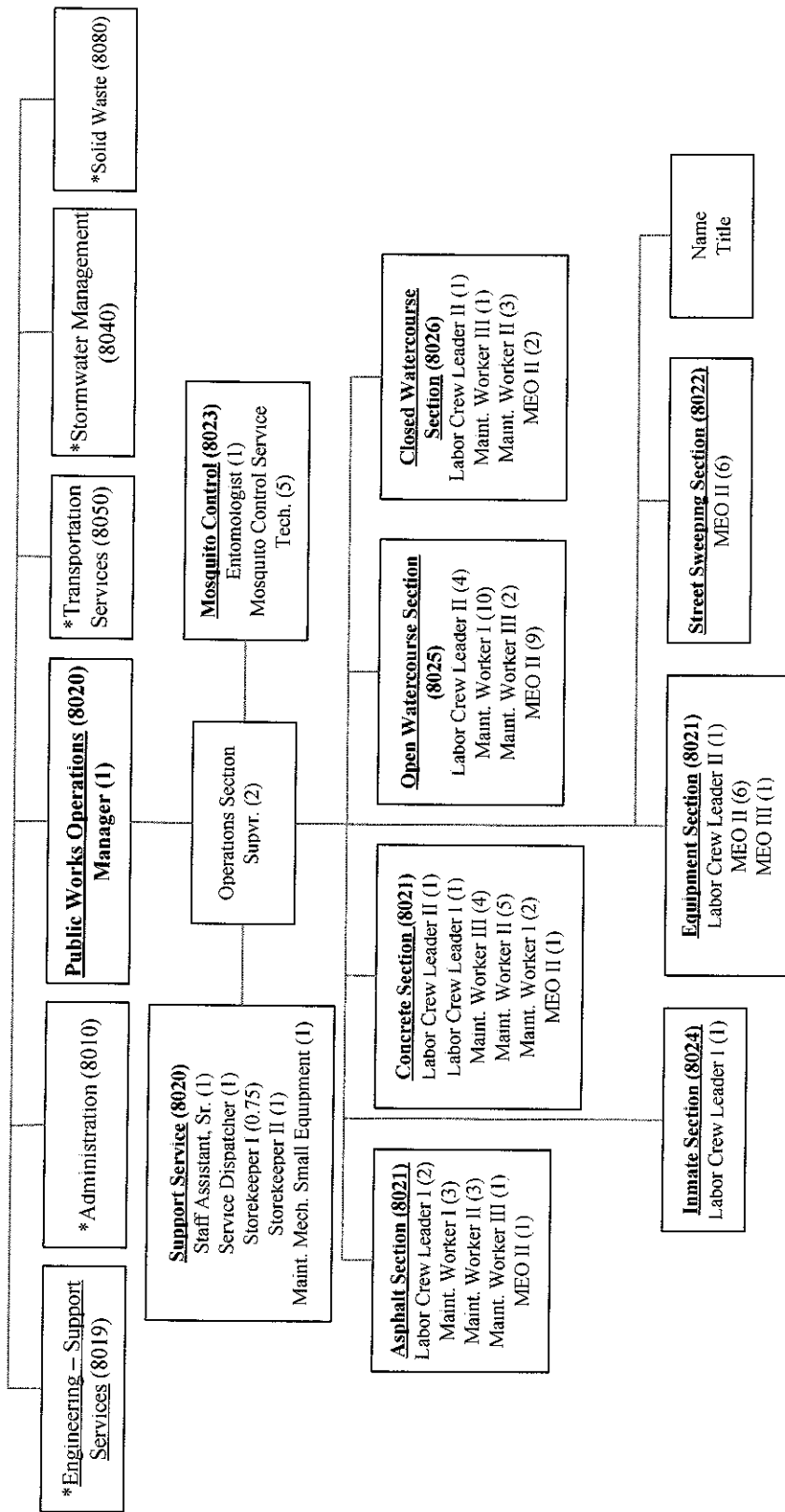


*Additional Details shown on next page.
~Project Coordinator is a full-time position funded (0.5FTE) from CRA and (0.5FTE) from SMU Fund. (See Community Development section)
□ □ Currently grant funded

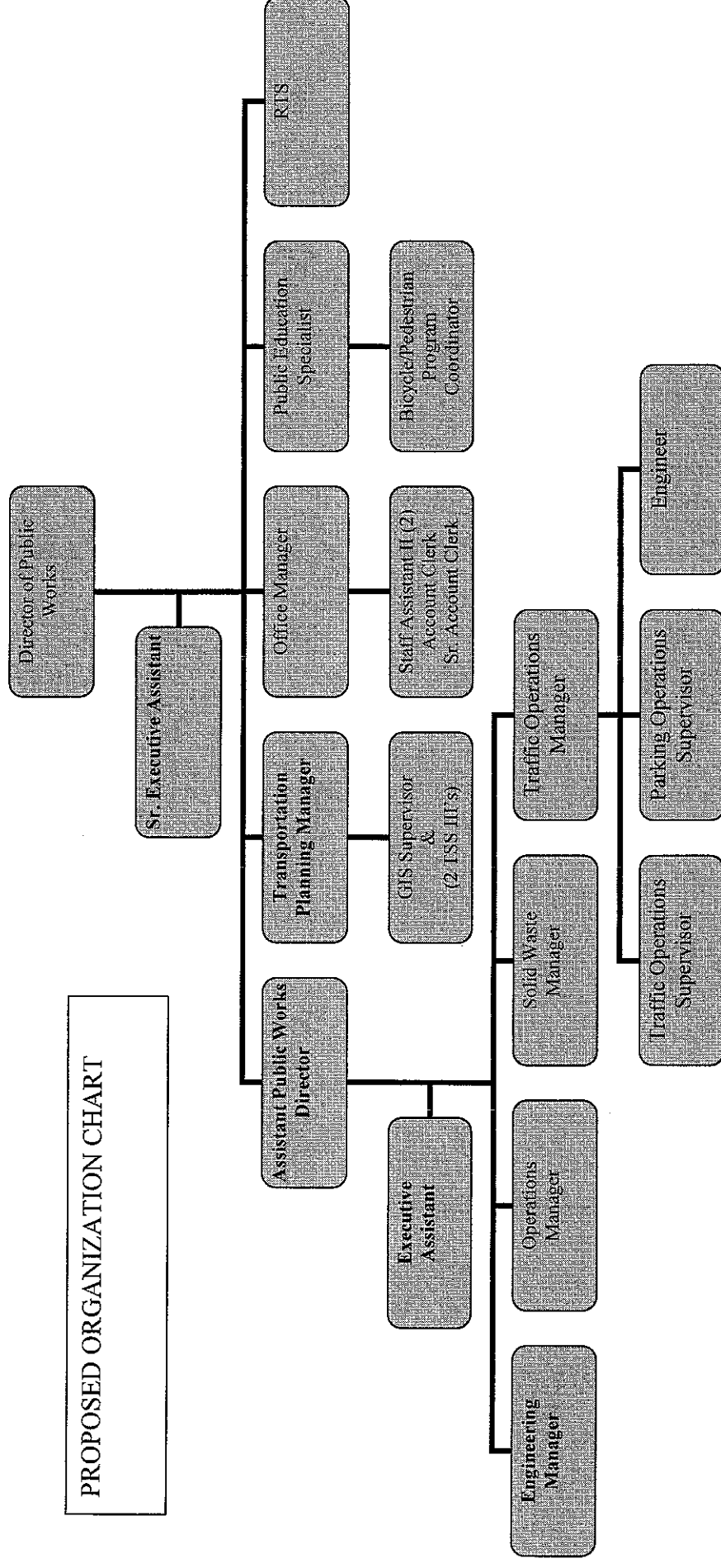
Total Employees – 158.75

The total number for the Department is net of the Regional Transit System.
Regional Transit System is included under separate tab.

Public Works



PROPOSED ORGANIZATION CHART



Drop

Transportation Services Manager (M12)
 Transportation Planning Analyst (M6)
 Technical Support Specialist III (C10)
 Supervising Engineer (M11)
 Program Assistant (C6)
 Sr. Staff Assistant (C6)

Retitle:

Stormwater Services Manager (M12) to Engineering Manager (M12)
 Public Works Manager (M11) to Supervising Engineer (M11)

Add

Assistant Public Works Director (M13)
 Transportation Planning Manager (M7)
 Engineer (M6)
 Traffic Operations Manager (M12)
 Executive Assistant (M1)
 Sr. Executive Assistant (M4)