

## TRANSPORTATION PLANNING ANALYST

### **NATURE OF WORK**

Professional level transportation planning work involving coordination of City transportation planning efforts with those of other agencies.

### **CLASSIFICATION STANDARDS**

The single position allocated to this classification report to a designated supervisor and works under general supervision. Work in this class is distinguished from higher classes by its lack of administrative responsibilities and from lower classes by its emphasis on transportation planning activities.

### **EXAMPLES OF WORK\*\***

#### **ESSENTIAL JOB FUNCTIONS**

Coordinates and prepares studies, reports, memoranda, correspondence, analyses, and recommendations relating to transportation planning and bicycle/pedestrian activities.

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

Coordinates transportation planning and modeling efforts with other City departments, Alachua County, Florida Department of Transportation, North Central Florida Regional Planning Council, and private consultants.

Uses computerized mapping techniques (Geographic Information System - GIS) to analyze transportation activities.

Plans, develops, implements, promotes, coordinates and monitors the City's comprehensive Bicycle/Pedestrian Program.

Attends Bicycle/Pedestrian Advisory Board meetings; takes minutes and ensures compliance with Rules of Order and the Florida Government in the Sunshine Law.

Attends public meetings of the City and related committees. Coordinates public meetings and makes presentations.

Researches and explores funding sources for transportation and bicycle/pedestrian activities.

Attends work on continuous and regular basis.

#### **NON-ESSENTIAL JOB FUNCTIONS**

Conducts field investigations and interviews.

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

**DRAFT**

TITLE CODE: TBA  
TBA

Promotes, organizes and manages special events as related to bicycle/pedestrian activities.

Assigns work to non-professional employees of the department and makes periodic progress checks.

Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

Masters degree in Planning or an equivalent combination of training and experience which provides the required knowledge, ability, and skills.

### **LICENSES/CERTIFICATES**

Valid Florida Driver's License required.

### **NOTES**

Required to attend meetings outside regular business hours.

Work requires performance of tasks outdoors under varying climatic conditions.

Prefer Masters degree in Planning from a program accredited by American Planning Association.

Prefer two years experience in urban planning.

Prefer certification with American Institute of Certified Planners (AICP).

### **SELECTION FACTORS**

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

Thorough knowledge of bicycle/pedestrian safety and bicycle/motor vehicle laws and regulations.

Knowledge of computers and relevant software, particularly computer mapping systems.

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.

Ability to plan and organize events.

Human Resources Department: \_\_\_\_\_ / \_\_\_\_\_

Date

\*\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/1/94; 9/29/98.