**TRANSPORTATION PLANNER**

General Statement of Duties

 Performs responsible technical and specialized professional transportation planning duties for communities in the region or for region-wide projects.

Distinguishing Features of the Class

An employee in this class performs technical and professional transportation planning work for the region, with tasks such as attending various regional or state transportation planning meetings, special traffic and corridor studies, various data gathering and analysis; facilitating public hearings or other means of public input; and supporting other staff through technical research and writing. Work includes tasks such as gathering statistics and field data; analyzing data, preparing reports; developing recommendations; preparing GIS data and maps; providing technical assistance to the local government members; planning and participating in various public participation processes; supporting groups and committees made up of citizen and public officials; evaluating programs and preparing and presenting reports; and complying with grant reporting regulations. Work requires considerable knowledge of rural transportation planning and of planning concepts as well as independent judgment and initiative in the performance of duties. Work is performed primarily in an inside environment but also requires field work and travel within, and occasionally outside, the region. Work is performed under general supervision and is evaluated through conferences, observation, reports, progress on projects, and feedback from the clients.

Duties and Responsibilities

Essential Duties and Tasks

* Conducts specialized research; gathers and analyzes relevant data; performs special studies such as traffic counts, corridor studies, crash analysis, bicycle and pedestrian facility inventory and assessments, or socioeconomic, demographic and land use inventories.
* Assists with hosting Rural Transportation Planning Organizations (RPOs) and advising and educating local staff and elected officials in transportation issues and data.
* Coordinates with a variety of local and state transportation officials, elected officials, local government staff, consultants and others on projects and plans.
* Prepares agendas and assists with TCC and TAC meetings for RPOs; may attend NCDOT prioritization workgroup meetings to participate in data development and evaluation to determine scoring for potential funding.
* Compiles data for quarterly reports and deliverables to send to NCDOT to ensure reimbursements for RPOs.
* May participate in NCARPO Association meetings, various statewide committee meetings, or other transportation meetings.
* Assists with creation and submission of projects of transportation modes to NCDOT for scoring and potential funding.
* Prepares maps using GIS technology; obtains datasets from various data sources for map creation; maintains and updates multilayer GIS database for communities.
* Serves as a technical advisor to groups such as local governing and planning boards and citizen working groups; makes presentations to groups; supports community events.
* Provides technical assistance to member agency staffs.
* Conducts public meetings; facilitates input; provides technical guidance.
* Provides facilitation and mediation services to various groups.
* Assists with preparation of grant applications.

Additional Job Duties

* Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

* Considerable knowledge of the principles and practices, and research methods related to transportation planning.
* Considerable knowledge of relevant federal, state and local laws and regulations.
* Considerable knowledge of rural issues, plans and programs.
* Considerable knowledge of the application of information technology to document preparation, GIS research, spreadsheet analysis, presentation software, and other related applications.
* Skill in public speaking, meeting facilitation, conflict resolution, and customer service excellence.
* Demonstrated ability to analyze and systematically compile technical and statistical information, and to prepared technical reports.
* Demonstrated ability to evaluate the feasibility of planning alternatives in relation to trends, costs and social pressures and needs.
* Ability to communicate effectively in oral and written forms, to interpret planning, zoning, and local ordinances for officials and the general public, and to make public presentations.
* Ability to establish and maintain effective working relationships with public officials, clients, coworkers, and the general public.

Physical Requirements

* Must be able to perform the basic life operational skills of talking, walking, lifting, reaching, standing, fingering, feeling, hearing and repetitive motions.
* Must be able to perform light work exerting up to 20 pounds of force occasionally and or 10 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
* Must possess the visual acuity to examine and work with maps, charts, and detailed materials, operate a computer, go and inspect sites regarding planning issues, use measuring devices, do figure computations, and do extensive reading.

Desirable Education and Experience

* Graduation from a four-year college or university with a degree in Transportation, Planning or related field and professional experience in transportation planning work; or an equivalent combination of education and experience.

Special Requirement

* Possession of a valid driver’s license.