



TRANSPORTATION PLANNER

ESSENTIAL JOB DUTIES: Analysis and management of transportation programming and project funding for the Inyo County Local Transportation Commission (LTC). Review transportation projects for compliance with state and federal funding requirements and timelines. Work with the LTC, CalTrans, and other agencies regarding transportation issues. Prepare technical reports for submission to CalTrans, California Transportation Commission, and Federal Highway Association. Implement and maintain the regional transportation agency's project tracking system. Assist the engineering staff in the administration of contracts for county transportation projects.

OTHER EXAMPLES OF DUTIES: May act as Department representative at LTC meetings, CalTrans Project Development meetings, Rural Counties Taskforce meetings, or other meetings with various state, local, and federal agencies. Prepare Project Study Reports for various road projects. Obtain estimates and quotes for road projects. Perform research preparatory to various stages of planning projects. Develop maps, charts, and graphs, by hand and by computer, for use in planning studies, environmental documents, and reports. Compile, arrange, analyze, and interpret data. Perform related tasks as required.

EMPLOYMENT STANDARDS

Education/Experience: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: ***Experience:*** Two years experience in transportation planning, transportation engineering, or regional planning at an Assistant Planner level; **PLUS *Education:*** Equivalent to graduation from a four-year college or university with major course work in Transportation Planning, Transportation Engineering, Regional Planning, or a closely related field. Additional work experience may be substituted for the required education on a year-for-year basis.

Knowledge of: Theory, principles, and practices of planning; civil and transportation engineering; transportation financing; current trends in federal, state, and local planning and environmental review; drafting and mapping work.

Ability to: Perform technical research work; prepare detailed analysis; complete comprehensive reports and make recommendations; prepare multi-agency agreements for transportation planning, financing, and construction of transportation projects; make

effective public presentations; operate a computer and work cooperatively with those contacted in the course of work. This position will require the ability to sit at a desk and operate a computer for extended periods of time. Ability to stand, sit, bend, squat, climb, kneel, twist, climb and descend stairs, lift and carry up to 50 pounds in the course of work.

Special requirements: Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles; must successfully complete a pre-employment background investigation and physical examination.