

REGIONAL PLANNING COMMISSION FOR
JEFFERSON, ORLEANS, PLAQUEMINES, ST BERNARD, ST TAMMANY,
TANGIPAHOA, ST. CHARLES, AND ST. JOHN THE BAPTIST PARISHES

TITLE: Transportation Planner
EFFECTIVE DATE: January 2018

POSITION SUMMARY:

This is a professional position involving work with transportation issues as they relate to regional comprehensive planning and development. Work is performed under the supervision of the Principal Planner or Senior Planner, however, the employee must be able to work independently.

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

TYPICAL TASKS AND DUTIES:

- Studies and analyzes technical aspects of short and long term transportation systems and projects.
- Performs data collection, computer modeling and analysis of transportation projects and plans including transit and other modes and environmental and site impacts.
- Performs geospatial analysis and other related work tasks at the direction of GIS Manager and other senior personnel.
- Prepares technical studies and/or supervises consultant efforts in their preparation of technical studies and reports, derived primarily but not exclusively from the Unified Planning Work Program.
- Undertakes special projects and provides technical assistance to others as directed.
- Assists with the development, preparation, and revision of Traffic Circulation, Mass Transit, and Freight movement studies, and/or supervises consultant efforts for same.
- Develops, prepares, and revises Cooperative Endeavor Agreements, Memorandums of Understanding or Agreements, or other Intergovernmental/ Interagency agreements as required, under supervision of senior staff,
- Develops, prepares, and revises grant applications, permitting applications and other applications on behalf of RPC and RPC member parishes and Transportation Policy Committee member organizations.

- Works consistent with RPC's Unified Planning Work Program goals, objectives, and timelines
- Manages and provides oversight of performance-based planning initiatives
- Manages and provides oversight of the regional Consolidated Human Services Transportation Plan and other transit related work efforts pursuant to performance-based planning goals and outcomes.
- Uses socioeconomic and development data in Traffic Analysis Zones for Travel Demand modeling efforts as well as regional land use initiatives
- In cooperation with local engineering staff, reviews and prepares traffic impact analyses of development proposals as requested by member parishes
- Coordinates special transportation studies as needed. Performs research on transportation, land use, demographics, etc., as required for above activities.
- Prepares or supervises consultant efforts in the preparation of NEPA documents
- Attends Board, Commission, MPO, and committee meetings related to MPO activities or as otherwise directed; makes presentations as required
- Work with local, state, and federal partners toward the implementation of programs and projects as described in the UPWP, TIP and MTP.
- Provides information to members of the general public concerning transportation issues, policies, and plans.
- Assists fellow team members on their assignments as needed.
- Prepares and assists in preparing other reports at the direction of the Planning Director or Principal Planner.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES:

- Understands principles and practices of planning, transportation and land use systems and public policy development.
- Knows intergovernmental planning and programs, computer systems, and modeling, work program development.
- Ability to prepare and present technical and other types of reports.

- Ability to read, analyze, and interpret highly complex documents.
- Ability to respond effectively to highly sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make presentations and to convey and explain controversial or complex topics to top management, public groups, and/or boards.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Knowledge of the principles and practices of transportation planning, toward a working understanding of plan implementation.
- Knowledge of Louisiana transportation policies, rules, and legislation.
- Ability to develop, manage, and analyze transportation and traffic data base with the use of analytical computer software.
- Ability to present planning programs, reports, and recommendations in written, graphic, and oral form.
- Strong organizational skills with an ability to prioritize multiple projects and programs to meet varying deadlines.
- Ability to research current and emerging legislation and determine the effects on the ongoing planning program.
- Ability to utilize computerized spreadsheet applications and traffic models.
- Ability to interpret legal descriptions, maps, aerial photography, and site plans.
- Ability to communicate tactfully and effectively with associates, subordinates, public officials, representatives of other agencies, and members of the general public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED QUALIFICATIONS:

Master's Degree in Planning or Public Administration, with an emphasis on Transportation Planning; or a Bachelors' Degree with two years of practical work experience in the field of transportation planning or related discipline, or an equivalent combination of training and experience.