
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

JOB DESCRIPTION: SENIOR TRANSPORTATION PLANNER

REPORTS TO: Executive Director

EXEMPT STATUS: Exempt

POSITION GENERAL SUMMARY:

The Senior Transportation Planner is primarily responsible for managing the planning work efforts of the River to Sea TPO. This position works closely with the Executive Director to ensure the development and implementation of effective transportation plans, policies and programs. The Senior Transportation Planner acts as stand-in for the Executive Director as needed and provides direct input, review and oversight of key organizational functions including review and oversight of planning project contracts, schedules and other key planning documents. This position works independently and with minimal direction to coordinate and provide transportation planning services for the designated planning area. This position is also responsible for managing projects directly, promoting strategic organizational planning and other efforts to improve the functioning and effectiveness of the organization and to foster good public relations.

ESSENTIAL POSITION FUNCTIONS:

- Responsible for workflow coordination and project oversight by developing project concepts, reviewing scopes of service, contracts and reports for all TPO programs.
- Responsible for the direct project management of major studies such as the Long Range Transportation Plan and for coordinating state and regional study activities between federal, state, and local organizations.
- Assists the Director in reviewing official directives and correspondence to determine possible changes in agency programs, policies and procedures.
- Assists the Director in preparing performance evaluation reports on planning staff members.
- Provides organizational guidance and support as needed to ensure the completion of essential documents including the TIP, UPWP, LRTP, website and other promotional materials.
- Coordinates program specific activities requiring interaction with advisory committees, community organizations, planning professionals, elected officials and the public.
- Provides staff support to advisory committees and working groups by directly preparing agendas and meeting summaries and participating in meetings.
- Develops project scopes of service, issues requests for proposals and manages projects to ensure accurate and timely completion of deliverables.
- Participates in and represents the TPO at program related training, conferences and special events.
- Supports public relations and outreach efforts by responding to inquiries from the press and public, attending community functions and representing the organization at community events.
- Provides other organizational support as required.

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education and Experience:

- Bachelor's degree in Urban Planning, Public Administration, Economics or related field with a minimum of ten years' of progressively responsible experience in transportation planning, public administration or urban planning and two years of management or supervisory experience. A

Masters Degree in transportation planning, urban planning, or a related field, including engineering, may substitute for up to 2 years of experience.

- Must have or be able to obtain a valid Florida Driver's License.

Knowledge, abilities and skills:

- Proficiency in a variety of computer applications including Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher and e-mail;
- Working knowledge of ArcGIS
- Functional understanding of traffic modeling programs such as FSUTMS/Cube Voyager;
- Ability to provide management and oversight of work activities and coordinate work efforts and program implementation for the organization;
- Ability to work independently and in collaboration with the Executive Director to meet project schedules and deadlines;
- Good interpersonal skills and the ability to communicate effectively both orally and in writing;
- Ability to establish and maintain positive working relationships with individuals or groups of people with diverse interests including business and industry professionals, elected officials, advisory committees and the public;
- Experienced in establishing and maintaining effective working relationships among staff, contractors and committee members in a manner conducive to full performance and positive morale;
- Ability to organize, plan and schedule multiple tasks, develop program strategies, and implement projects;
- Ability to undertake complex projects requiring the collection of information with varying levels of details from many diverse sources;
- Knowledge and understanding of transportation planning, urban planning, current issues, policies, practices and standards and technologies relating to multi-modal transportation;
- Excellent working knowledge of local governments, their operations, and needs;
- General knowledge of FDOT, FHWA, and FTA standards, policies, funding processes and requirements for agency planning documents;
- Knowledge of federal and state transportation legislation.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Works in an office environment.
- Light physical activities and efforts required working in an office environment.
- Moderate physical activity, supporting community events, sometimes in outdoor environments and requiring prolonged standing.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Employee: _____

Executive Director: _____