

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

PLANNING AIDE 3

DEFINITION

Leads two more employees, volunteers, inmates or residents; performs technical support for specialized transportation planning programs; updates, analyzes and processes transportation data; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload and checking work; may make suggestions on selection, promotions and reassignments.

Oversees and participates in overseeing the work of a small group of employees engaged in estimating traffic volume and movement.

Maintains and distributes various maps, charts and other cartographic products and source data to ensure accuracy for use by other departments and organizations.

Compiles, organizes, analyzes, prepares and inputs a variety of data from various sources into the Electronic Records Management System (ERMS) and other computerized data bases.

Maintains census information for city place files by investigating and implementing efficient methods of data storage and retrieval of census information for customers.

Reviews detailed data to ensure it is complete and correct. Enters data into an electronic on-line data processing system and ensures the product meets internal and external customer expectations.

Analyzes and processes additions to parks and institutions and updates Geographic Information Management System (GIMS) by maintaining the route numbering system and other business data and the Linear Referencing System (LRS).

Enhances city, county, state and specialty map products by utilizing GIMS data and other informational sources.

Updates business data for city, county, state roadways and structures utilizing GIMS databases.

Prepares periodic Federal Highway Administration (FHWA) reports.

Monitors Automated Weather Observation System (AWOS) to log outages, inform inspectors and observe trends in the outages. Tracks repair costs.

Maintains data sources for aircraft registration, enplanements, air fare comparisons and airport directories, etc. as needed.

Coordinates updating, printing and distributing publications of the Airport and Heliport directories.

COMPETENCIES REQUIRED

Knowledge of data gathering and data analysis techniques.

Knowledge of and ability to use, complex systems including GIMS, LRS and AWOS.

Ability to plan, organize and oversee the work of others.

Ability to accurately operate computerized data systems to enter, analyze, retrieve and manipulate data.

Ability to determine and execute appropriate mathematical techniques.

Ability to understand, interpret, develop and apply mapping technologies and techniques.

Ability to read, understand, write and explain complex technical reports.

Ability to interpret and make decisions in accordance with established policies and procedures.

Ability to recognize/assess errors or incompleteness in data in order to make corrections.

Ability to establish and maintain effective working relationships with others.

Displays high standards of ethical conduct exhibiting honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from high school or the G.E.D. equivalent and three years of technical highway planning or computer database work;

OR

an equivalent combination of education and experience from an accredited college, university or recognized trade school substituting one year (thirty semester or equivalent hours) for each year of the required experience to a maximum substitution of three years;

OR

employees with six (6) months of current continuous experience in the state executive as a Planning Aide 2 or thirty (30) months as a Planning Aide 1.

Effective Date: 03/09 DK