

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

TRANSPORTATION PLANNER 1

DEFINITION

Performs entry and journey level transportation planning work; 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

Develops background information pertaining to assigned projects such as urban studies, modal studies, noise predictions, revenue and cost estimates, project priorities, etc.

Responds to general information requests from various government officials and civil organizations in order to facilitate public relations.

Writes memorandums and reports to document and inform higher-level planners and management of planning analyses conclusions.

Develops solutions to planning problems in order to facilitate the planning process by applying technical planning principles to the problem at hand, documenting findings and recommending alternatives to management.

Analyzes past, present or future forecast data to provide information for use in the evaluation of proposed plans.

Provides technical guidance to planning committees and organizations to ensure that state and federal planning policies and procedures are considered in the development of plans by attending meetings and responding to inquiries, interjecting advice, listening, and consulting participants.

Provides technical assistance to planning agencies to ensure the implementation of state and federal planning policies and procedures by reviewing proposed plans for compliance and identifying areas of non-compliance for resolution.

Directs data collection and analysis studies in order to forecast transportation revenues, resource allocations, and project concepts and priorities by determining data needs and processing requirements, analyzing processed data for validity, and documenting data summarizations for general use.

Compiles planning data to centralize information on specific projects and that which require further analysis.

Coordinates transportation research efforts in order to support and facilitate the planning process by preparing specifications for consultant contracts, establishing project profiles and time schedules, reviewing work progress, writing progress reports, serving as project manager, and writing reports on research results which include recommending for or against the implementation of said transportation strategies.

Determines and reports sufficiency ratings for airports, railroads and highways to provide management with a basis for identifying critically needed improvements by obtaining information from various sources, utilizing this information to perform necessary calculations, and writing a report of findings.

Coordinates planning activities with other Department of Transportation offices and divisions in order to achieve common goals without overlapping efforts by notifying office and division directors, and discussing with them, studies, analyses and personal contacts to be made that impact individual divisions.

Develops new planning models to improve the efficiency and productivity of planning operations by designing the model concept, writing the computer program or consulting with a programmer, and testing the model for accuracy by inputting observed data and comparing the output to the observed data.

Analyzes the transportation needs of shippers of various commodities by conducting needs surveys, compiling survey results, comparing needs to existing transportation conditions, identifying capital investments required to meet needs, and documenting the above information.

COMPETENCIES REQUIRED

Knowledge of transportation planning principles, practices and methodologies.

Knowledge of current transportation trends and technologies.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to read and comprehend technical transportation journals, reports and plans.

Ability to translate planning data and information into visual aids such as maps and charts.

Ability to perform accurate algebraic calculations.

Ability to establish project objectives and performance goals for planning teams or a section within an office, and assess progress toward their achievement.

Displays high standards of ethical conduct. Exhibits honesty and integrity while refraining 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. Makes an effort to follow policy and cooperate with supervisors.

Acts to align one's 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 an accredited college or university course work with a major in civil/transportation engineering, community development planning, economics, environmental engineering, mathematics, regional planning, transportation planning or urban planning;

OR

an equivalent combination of education and experience substituting one year of professional experience in civil/transportation engineering, community development planning, economics, environmental engineering, mathematics, regional planning, transportation planning or urban planning for each year of the required education.

Effective Date: _____ 10/98 _____ GR