

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

TRANSPORTATION PLANNER 3

DEFINITION

Coordinates the work of transportation planners in the development responsibility for several major transportation system plans within a planning office; 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.

Directs the development of major areas of long-range intermodal transportation plans.

Coordinates interagency funding, development, construction and maintenance of roads, streets and bridges at state parks and institutions.

Coordinates review of various railroad funding programs.

Develops short and long-range forecasts of transportation revenues based on economic analysis.

Develops solutions to planning problems in order to facilitate the planning process; applies technical planning principles to the problem at hand, documents findings and recommends alternatives to management.

Compiles planning data in order to centralize information on specific projects which require further analysis.

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

Coordinates planning activities with other Department of Transportation (DOT) offices and divisions 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.

Conducts research for various projects in order to identify new planning strategies and techniques by reading transportation planning and engineering literature.

Determines and reports on revenues, structural adequacy updates and sufficiency ratings for airports, highways, and railroads in order to provide management with a basis for identifying critically needed improvements.

Prepares project investment recommendations in order to coordinate aviation expenditures among local, state, and federal officials.

Provides technical guidance to the D.O.T. Commission through presentations and reports to ensure that state and federal planning policies and procedures are considered in the development of plans.

Reviews reports and recommendations prepared by lower level planners in order to provide direction and assure consistency with planning policies and procedures.

Writes memorandums and reports in order to document and inform management of planning analyses progress and conclusions.

Analyzes past, present or future forecast data to provide information for use in the evaluation of proposed plans by comparing the proposal to the data through the application of prescribed methodologies.

Recommends transportation technologies, planning ideas and methodologies by reading various literature, identifying technologies, ideas and methodologies, developing and applying planning models, consulting with agency staff and writing reports of findings.

Reviews existing and proposed transportation policies in order to ensure compliance with governing rules, regulations and laws by reading the policies and identifying areas of non-compliance for resolution.

COMPETENCIES REQUIRED

Knowledge of transportation planning principles, practices and methodologies.

Knowledge of current transportation trends and technologies.

Knowledge of various methods available to finance statewide and local transportation projects.

Knowledge of general statistical sampling and analysis methods.

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.

Displays high standards of ethical conduct. Exhibits 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. 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 and experience equal to six years of full-time professional work in transportation planning*/engineering;

OR

licensure as a professional engineer by the Iowa Board of Engineering Examiners and two years of qualifying transportation planning* experience;

OR

employees with current, continuous experience in the state executive branch that includes experience equal to one year of full-time work as a Transportation Planner 2 or Transportation Engineer.

* transportation planning includes preparing planning contracts and grants; preparing functional classification appeals; analyzing transportation project plans/reports to identify problems; developing portions of statewide transportation plans; or conducting/coordinating transportation research projects.

Effective Date: 10/98 GR