

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

TRANSPORTATION PLANNER 4

DEFINITION

Provides senior-level planning coordination between the transportation planning division and Transportation Center to regional, metropolitan associations and local governments; 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

Serves as a member and rotates as leader of a transportation center management team; provides direction, coordination, evaluation, planning and development for all operations in the transportation center; provides planning expertise to other management team members as projects develop.

Acts within a transportation center region as the senior representative of the department in planning matters; coordinates activities with other regions for statewide consistency; acts as a link between the central office and local jurisdictions for transportation planning.

Provides multi-modal planning direction and assistance to regional planning affiliations and metropolitan planning organizations as they develop long-range transportation plans, transportation improvement programs and transportation systems management to ensure that these activities conform to statewide standards relating to highways, public transit, aviation and rail transportation.

Reviews county road budgets and programs and city street finance and street construction programs and makes recommendations to the central office for action.

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.

Reviews proposed transportation plans in order to ensure cost effectiveness, and policy consistency, by reading the plans, determining feasibility of proposals and identifying areas that conflict with agency policy.

Writes memorandums and reports in order to inform the division director and other managers of planning analyses progress and conclusions.

Recommends new transportation technologies, planning ideas and methodologies by reading various literature, identifying technologies, ideas and methodologies, overseeing the development of 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.

Oversees local planning grant application preparation, monitoring and evaluation to ensure consistency with agency direction and policy by reading grant requests and progress reports and assisting local officials with compliance.

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 federal and state laws, rules, regulations, policies and other requirements to carry out transportation projects.

Ability to determine/project budget requirements in relation to personnel, materials, equipment, etc., necessary to complete or carry out a proposed project or program, monitor expenditures on a periodic basis, and make changes as necessary.

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 eight years of full-time professional work in transportation planning*/engineering;

OR

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

OR

employees with current, continuous experience in the state executive branch that includes experience equal to two years of full-time work as a Transportation Planner 3 or Transportation Engineer Specialist.

- * 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