Position Description

SAN JUAN COUNTY

CLASSIFICATION: Transportation Planner
PAY RANGE: S-6
BARGAINING UNIT: Unrepresented

Position Title: Transportation Planner
Date: April, 2014
Reports to: County Engineer
Department: Public Works
FLSA Status, Exempt, At-Will
Positions Supervised: None

BASIC FUNCTION: Under the direction of the County Engineer, performs a variety of planning work related to local and regional transportation issues and projects. Serves as the liaison between the Public Works Department and the County’s Community Development and Planning department as well as outside agencies on these issues and projects. Carries out public policy within professional standards. Ensures compliance with all regulatory requirements of the transportation program including state and federal reporting requirements. Prepares and maintains reports and statistics. Develops and manages grants, contracts, agreements, long and short range plans, and safety and operations procedures.

MINIMUM QUALIFICATIONS: Bachelor degree in Planning, Engineering, or related field; three years of responsible professional urban or transportation planning experience; professional experience working with transportation regulations and policies; experience in the collection and analysis of traffic and accident data and operation of transportation facilities; or any equivalent combination of education and experience that demonstrates the knowledge, skills and abilities to perform the essential functions of the job. Excellent writing skills required. Valid Washington Driver’s license with good driving record required.

PRINCIPAL DUTIES -
1. Collects, develops, analyzes and records information, data, and statistics related to motorized and non-motorized transportation.
2. Plans and organizes resources to carry out the Department’s mission. Forecasts resources and demand for services. Sets standards, measures results and recommends corrective action when standards are not met. Directs and carries out operational and financial analyses of programs and system alternatives.
3. Writes and prepares issue papers, reports, memos and other written materials related to planning local and regional transportation projects.
4. Schedule and attend meetings with transportation systems personnel, planning personnel and other departments and agencies as appropriate.
5. Represents the County at meetings of various transportation related agencies and committees; gather information, coordinate activities and provide input regarding the County’s transportation needs and projects within the framework of the Growth Management Act and Local policies and codes. Serves as primary liaison to the Ferry Advisory Committee, Regional and Local Transportation Planning Organizations, County Road Administration Board, Washington Department of Transportation, and other agencies as required.
6. Assists with any required revisions of the transportation element of the Comprehensive Plan and the San Juan County Code including transportation concurrency requirements.
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7. Works with consultants on various transportation projects; perform lead duties and serve as project manager.
8. Prepares travel demand forecasts using a computer modeling system; may assist in evaluating traffic impact analyses prepared for development projects; may assist in preparing annual, six-year and twenty year road construction plans.
9. Uses advanced computer software and peripheral equipment; may utilize specialized modeling software to develop transportation and land use plans for the County.
10. Organizes and prepares annual CRAB reports, state and federal DOT reports, statistical profiles, and other documents as directed by the County Road Engineer.
11. Plans, administers, and coordinates activities associated with long range planning and program development and management for County roads, rights-of-way, paths, docks, and marine ramps, as directed.
12. Develops, coordinates and maintains county road log, GIS maps, and transportation databases as directed.
13. Assists Engineering Division with other projects and program tasks as assigned.
14. Acts within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change.

KNOWLEDGE AND ABILITIES:

- Experience with principles and practices of urban planning, multi-modal transportation planning, and growth management.
- Experience with principles and practices of surveying methods and geographic information systems.
- Experience preparing effective technical reports, administrative reports, correspondence and presentations.
- Background in research methods and sources of information related to urban growth, transportation and land use planning.
- Current knowledge of developments, literature and sources of information related to municipal planning and administration.
- Skilled use of computer equipment and knowledge of office methods, practices, and procedures.
- Ability to analyze site design, terrain constraints, circulation, land use compatibility, utilities and other urban services.
- Ability to analyze and develop policies related to land use, transportation, and growth management.
- Ability to interpret and ensure compliance with pertinent Federal, State and local rules, laws and regulations.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain cooperative working relationships with co-workers, members of community, and advisory/legislative groups.
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PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and occasional walking. The employee is occasionally required to lift objects weighing up to 10 lbs and must infrequently lift more than 20 pounds or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position requires the ability to complete mathematical calculations for modeling and analysis.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maps, aerial photos, measuring tools</td>
<td>1</td>
<td>Daily X</td>
</tr>
<tr>
<td>Camera, video camera</td>
<td>1</td>
<td>Weekly X</td>
</tr>
<tr>
<td>Vehicle</td>
<td>2</td>
<td>Monthly X</td>
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</tr>
<tr>
<td>Computer</td>
<td>4</td>
<td></td>
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</tbody>
</table>

WORKING CONDITIONS: 80% normal office environment and 20% field activities. Some travel both in-county and outside county required. May include travel in small aircraft or small boats.