

METRO Classification Description

Title: Assistant Transportation Planner **Bargaining Unit:** AFSCME 3580
Job Code: 0348 **Established:**
Pay Range: 16 **Revised:** 2007
FLSA Status: Exempt – Professional, Learned

Classification Summary:

Perform a variety of entry-level transportation planning activities under close supervision, including: research, statistical compilation, organization and analysis of data, summary of data and other research in technical reports or draft correspondence, supports technical committees.

Supervision Received:

Supervision is received from a Supervisor or Manager

Supervision Exercised:

None

Distinguishing Features:

The Assistant Transportation Planner classification is distinguished by the performance of entry-level professional assignments under close supervision or clearly defined direction. The Assistant Transportation Planner classification is the first level of a three-level career progression series (Assistant, Associate, Senior). Specific career progression information is listed in the *Advancement Criteria* section of the classification description.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee may be expected to perform:

1. Collects, summarizes and validates transportation data relating to the regional transportation system.
2. Assists in the development of technical or policy-related planning documents, reports, summaries, fact sheets or correspondence.
3. Prepares spreadsheets and technical reports; assists planners in the development and presentation of data collection and basic analysis and reports.
4. Coordinates with other departments and divisions within the Planning department, in the preparation of technical and staff reports.
5. Attends technical committee meetings; compiles summaries that document committee discussions and proposals.

Secondary Functions:

1. Performs other duties as assigned.

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Job Specifications:

Bachelor's degree in planning and one year of transportation planning experience, or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Knowledge, Skills and Abilities:

1. Knowledge of transportation research methods and techniques
2. Knowledge of statistical applications used in transportation planning
3. Knowledge of planning principles and practices
4. Knowledge of illustration, word-processing and page layout software programs
5. Knowledge of technical writing techniques and computer skills for production of technical reports
6. General knowledge of local geography and resources as they relate to planning
7. Ability to compile and accurately analyze technical and statistical data
8. Ability to translate technical information for public review
9. Ability to develop and maintain collaborative working relationships
10. Ability to communicate effectively, both orally and in writing

Advancement Criteria:

Advancement from the Assistant Transportation Planner classification to the Associate Transportation Planner classification depends on the business needs of the department and the qualifications of the employee.

1. Department Director must verify that there is a need for incumbent to perform Associate level duties. Business need determines the opportunity – advancement is not guaranteed.
2. Incumbent is required to serve a minimum of one (1) year in the Assistant level classification. However, two (2) years represents the typical amount of time needed for incumbent to fully demonstrate the ability to advance from the Assistant level classification to the Associate level classification.
3. Incumbent must demonstrate the ability to perform all of the duties in the Associate level classification, as determined by the direct supervisor with the written approval of the department director.
4. Incumbent must demonstrate a willingness to lead in their own professional development by taking on new challenges when they are identified and offered.
5. Incumbent must have completed all mandatory training through the Metro Human Resources department (*Harassment & Discrimination Awareness, Performance Evaluation Process*).
6. Incumbent must have completed a Metro-approved Project Management course.

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Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation.

Duties are primarily performed in an office environment, while sitting at a desk or computer terminal. May spend time in an outdoor environment collecting data. This position may require frequent periods of talking, sitting, bending, grasping, handling, feeling and repetitive motions of the hands and/or wrists and requires good general hearing (both in person and over the phone). May also require occasional walking, reaching and lifting and/or carrying up to 10 pounds. Incumbents in this position are required to attend offsite meetings after normal work hours.