

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5260 **TITLE:** TRANSPORTATION PLANNER V **GRADE:** S-31

DEFINITION:

Under general direction, has overall management of a major Fairfax County Department of Transportation program, directing and managing the professional work (including budget and staff) or acts as consultant/project manager for complex, technical, potentially controversial and/or multi-faceted projects with County wide impact; and does related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Transportation Planner V is distinguished from the Transportation Planner IV in that the Transportation Planner V has overall management of a major FCDOT program, or acts as consultant/project manager for complex projects with County-wide impact, whereas the Transportation Planner IV manages a subsection or unit and/or performs advanced, specialized transportation planning duties related to complex and high-profile projects or works on single complex and multi-faceted projects, serves as a subject matter expert or oversees a specialty area within the Department.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Depending on the program or functional area of assignment, performs the following tasks:

Plans, manages and supervises the activities of a section or major unit such as Funding, Site Analysis, Transportation Planning, Transportation Outreach, or Human Services Transportation System Services;

Supervises the operation of a major County bus service;

Develops and manages the work program of the transportation marketing section;

Supervises transportation/transit professionals and technicians of the section, encompassing several program or functional areas that are engaged in the preparation, review, monitoring and implementation of transportation/transit plans, studies and programs;

Oversight and review of advanced transportation studies, technical analyses, traffic demand management and bus service planning;

Proactively identifies regional transportation issues which may section, department, and County;

Manages oversight of contractor performance impacting section;

Oversight in the pursuit of grants and other funding for transportation projects;

Extensive knowledge of State and Federal legislative issues as they relate to transportation and section oversight, and recommends policies and programs accordingly;

Section/Department representative for regional agencies such as: VRE, WMATA, NVTC, COG, TPB and TCC;

As Section/Department representative presents and discusses reports, recommendations and findings with citizens, other agencies and officials from County, state and national organizations;

Coordinates responses to complex transportation, planning questions or issues received by the Section, Division and/or Department;

Ensures all annual reports are completed by section supervisors;

Participates in the formulation, implementation, and maintenance of the Department's Strategic Plan;

Provides policy guidance and the interpretations of documents and materials relevant to the specific section and division;

Establishes policies, procedures and priorities for the operating programs and staff in the section.

Reviews and edits all documents produced by the section;

Provides oversight in the hiring, training, mentoring and coaching of all staff in section.

Represents the Department and County in negotiations with others on specific areas of expertise as it relates to the position;

As Assistant Division Chief, assists in the preparation of the Division's budget, management indicators and assists with the Division's administrative activities;

Reviews and approves all expenditures/reimbursements for the section, and for the Division, in the absence of the Chief;

Serves as Acting Division Chief in the Chief's absence;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Depending on the functional area of assignment, must possess the following KSAs:

Extensive knowledge of the mission, goals, objectives, funding sources, organizational structure, workload, and staffing of the organizational unit or program to which incumbent is assigned;

Extensive knowledge of the principles and methods of transportation/transit regulation, planning, forecasting and analysis;

Extensive knowledge of local government areas of specialization, including transportation planning, management procedures, and principles of supervision;

Knowledge of effective supervisory methods, practices and techniques;

Knowledge of operations, maintenance and scheduling;

Knowledge of legislative and decisions making processes;

Extensive knowledge of statutory and regulatory requirements governing application of program funding, execution of program activities, and achievement of program outcomes;

Thorough knowledge of the specialty area of assignment, such as funding or outreach;

Ability to write, proofread, edit, and rewrite documents effectively and to critique and edit the work of others in the series;

Ability to apply interpersonal skills to resolve conflicts and to maintain effective communication with staff;

Ability to coordinate the preparation of comprehensive planning reports and other documents;

Ability to supervise and coordinate the work of assigned staff, including making equitable assignments and assuring that deadlines are met;

Ability to identify process/programmatic problems, to envision and propose effective solutions, and to apply consistently sound judgment in a variety of situations;

Ability to apply principles of leadership, creative problem solving, collaboration, decision making, and team building;

Ability to independently conduct the most complex transportation/transit studies and develop sound conclusions and recommendations;

Ability to write detailed, accurate reports, grants, or solicitations for pertinent areas of administration;

Ability to make oral presentations to department management, other departments, or the public;

Ability to evaluate proposals and solutions in terms of benefits, costs, and overall impact on the project, program, or organization;

Ability to establish and maintain effective working relationships with others, including citizen's groups, community, County, and state officials;

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a bachelor's degree in civil engineering, urban, regional or transportation planning, or a closely related field.

PLUS five years of progressively responsible transportation planning related experience. The years of experience should include at least three years in the specific area of assignment (for e.g., Transportation Planning, Site Analysis, the Fairfax Connector, et al).

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

RETITLED:	April 4, 2011
REVISED:	September 25, 2006
REVISED:	September 25, 1989
REVISED:	February 8, 1988
ESTABLISHED:	August 2, 1982