

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5262 **TITLE:** TRANSPORTATION PLANNER III **GRADE:** S-27

DEFINITION:

Under general supervision, performs full performance level professional duties on complex, potentially controversial and/or multi-faceted projects in transportation planning, technical analysis, marketing and research; oversees a specialty area, or serves as subject matter expert in a specialized field; and does related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Transportation Planner III is distinguished from the Transportation Planner II in that the Transportation Planner II performs journey level professional work in planning, technical analysis, marketing and research for specific and routine projects and programs, whereas the Transportation Planner III works on more complex, potentially controversial and/or multifaceted projects, serves as a subject matter expert or oversees a specialty area. The Transportation Planner IV manages a subsection or unit and/or performs advanced, specialized transportation planning duties related to complex and high-profile projects.

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 functional area of assignment, performs the following tasks:

- Performs complex transportation analyses, evaluations and studies related to transportation services and facilities, including traffic demand management, trip generation, parking, bus service, distribution, assignment and capacity calculations;
- Supervises Transportation Planner II's, I's, Planning Technicians, and support staff;
- Analyzes performance of a major transportation program and develops and implements strategies for improvement;
- Serves as a resource for staff in reviewing project and site plans;
- Under the direction of a supervisor, oversees the procurement of goods and/or services;
- Oversees development and maintenance of public transportation usage data and maintains computerized land use, traffic, and highway network databases;
- Under the direction of a supervisor, performs and supervises maintenance, scheduling and operations duties for a County operated bus service;
- Serves as project manager for multi-agency programs, traffic operations issues; or projects such as traffic calming or pedestrian initiatives, including budgets;
- Facilitates interagency coordination on projects;
- Performs detailed analyses and evaluations of the transportation impacts of major development projects;
- Ensures that all Virginia, County and national reporting requirements are met;
- Forecasts future urban travel demands using specialized software and develops recommendations;
- Prepares, presents and discusses reports and findings with citizens, other agencies and officials;

As subject matter expert, provides guidance to staff, citizens, and officials on procedural and policy matters;
Provides technical input and recommendations for regional agencies such as: VRE, WMATA, NVTC, COG, TPB and TCC;
Meets with representatives from WMATA, VDOT and other County and regional organizations to develop policy and agreements on service levels and coordinating efforts;
Provides input on fiscal requirements for capital improvement and strategic planning for long range County, regional and statewide transportation needs;
Researches opportunities for grants and other funding for transportation projects;
Assists in securing funding for transportation capital and operating projects;
Coordinates and promotes a particular County wide transportation project or program;
Develops promotional campaigns and marketing plans to promote specific transportation projects or programs;
Prepares budgets and monitors expenses for market research and promotional campaigns.

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:

Considerable knowledge of mission, goals, and objectives of the organizational unit, program, or activities to which incumbent is assigned;
Thorough knowledge of the principles and methods of transportation/transit regulation, planning, forecasting and analysis;
Thorough knowledge of transportation planning/analysis software, word processing, spreadsheet, and presentation software;
Knowledge of effective supervisory methods, practices and techniques;
Knowledge of operations, maintenance and scheduling;
General knowledge of finance and budgeting;
Thorough knowledge of the specialty area of assignment, such as funding or outreach;
Ability to independently conduct the most complex transportation/transit studies and develop sound conclusions and recommendations;
Ability to manage complex projects independently or to serve as team leader;
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 four years of experience related to transportation planning.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED: April 4, 2011
REVISED: September 25, 2006
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ESTABLISHED: August 2, 1982