

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5266 **TITLE:** TRANSPORTATION PLANNER I **GRADE:** S-21

DEFINITION:

Under close supervision, performs entry level professional duties in transportation planning, technical analysis, marketing and research; and does related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Transportation Planner I is distinguished from the Transportation Planner II in that the Transportation Planner I performs entry level work or assists a Planner II at the journey level, whereas a Transportation Planner II independently performs journey level professional work in planning, technical analysis, marketing and research for specific projects and programs.

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, may perform the following tasks:

Performs basic transportation analyses and evaluations related to transportation services and facilities, including trip generation, parking, bus service, distribution, assignment and capacity calculations;

Assists in evaluating performance and adequacy of transit services;

Assists in performing traffic demand management studies, analyses and program implementation;

Undertakes maintenance, scheduling and operations duties for a County operated bus service;

Reviews transportation and traffic operational requests and suggestions;

Assists in the preparation of bids, RFPs, in contractor/consultant selection and in contract administration;

Assists in conducting various phases of transportation studies to include design of work programs, field investigations, vacations and abandonments, data collections/analysis and literature search and analysis;

Assists in assessment of the transportation impacts of development applications, including post approval activities such as proffer tracking and enforcement;

Applies for grants;

Presents information to appropriate officials and the public;

Organizes and carries out public education programs.

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:

Basic knowledge of the principles and methods of transportation/transit planning and analysis;
Ability to write, proofread, edit, and rewrite documents effectively and to produce accurate final documents;

Ability to assume progressively increased responsibility for assignments;

Ability to manage time, competing assignments, and deadlines effectively and to apply consistently sound judgment;

Ability to use transportation planning/analysis software, word processing, spreadsheet, and presentation software to prepare documents and to store, manipulate, analyze, and present information;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships with co-workers, County and government officials and the general public.

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.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED: April 4, 2011
REGRADED: August 23, 2010
REVISED: September 25, 2006
REVISED: February 8, 1988
ESTABLISHED: August 2, 1982