

**Title:** Transportation Planner  
**PG:** 63  
**Status:** Civil Service  
**Position Reports to:** Principal Planner  
**Department:** Community Development/Planning

**Class Code:** 2158  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is responsible professional and technical work in the specific field of transportation planning. Work involves conducting complex planning assignments requiring considerable skill in research, analysis and presentation of data. Work includes the development of specific plans, studies and recommendations. Technical advice and assistance is given to personnel in the solution of transportation-related planning problems. Public and interdepartmental contacts are important features of this position. Work is performed according to general instructions from a professional superior, with considerable latitude for independent initiative and judgement. Work is subject to technical review through evaluation of reports and through conferences.

### **ESSENTIAL FUNCTIONS:**

1. Analyzes the traffic impacts of proposed developments and evaluates proposed site plans for design considerations involving vehicle access and traffic circulation.
2. Reviews applications for certificates of concurrency and maintains City's roadway concurrency management system spreadsheets.
3. Assists in the preparation, review and updating of transportation plans for roadway, trail, sidewalk, bicycle or transit/bus modes, including the Transportation Element of the City's Comprehensive Plan.
4. Coordinates with Public Works Dept. regarding the budgeting and expenditure of collected impact fees. Review requests for impact fee credits.
5. Provides technical advice to planning staff and other departments and coordinates as needed with Traffic Operations and Public Works staff on transportation issues and projects.
7. Presents plans and recommendations before boards, commissions and at public hearings.
8. Monitors plans of and coordinates with county, regional and state transportation officials regarding proposed Lakeland area transportation projects.
9. Seeks grants and other funding sources for transportation projects. Administers and monitors current transportation grants. Reviews and monitors pending legislation, rules or funding program changes.
10. Regularly meets with citizens and private development interests to assist in the review of development proposals and ensure compliance with land development regulations and other established City rules and procedures.

### **ADDITIONAL RESPONSIBILITIES:**

1. Coordinates with other City departments regarding rights-of-way acquisition, construction and/or maintenance of traffic issues related to transportation projects.
2. Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Considerable knowledge of and experience in the principles and practices of transportation planning.
2. Considerable knowledge of quantitative and qualitative methods of analysis.
3. Knowledge of and experience in the principles and practices of urban planning, design and of the relationship between land use, zoning, and transportation.
4. Knowledge of State of Florida growth management and concurrency requirements.
5. Ability to use spreadsheet, word processing and presentation software and some familiarity with GIS/mapping.
6. Ability to express and present ideas and findings clearly and concisely in both written and oral form.
7. Ability to establish and maintain an effective working relationship with co-workers, supervisors, other city department personnel, elected officials, other government agency staff

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and the general public. Some ability to plan, assign and supervise the work of other employees may be required.

8. Ability to initiate research and analysis, recommend actions or solutions, and carry through with planning efforts and/or funding applications as needed with minimal supervision.
9. Ability to maintain planning ethics in a political environment.
10. Ability to prioritize and balance work assignments through to completion, meet frequent deadlines, manage consultant contracts, and organize work as relates to other members of the Planning Division team.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, or routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Bachelor's degree from an accredited college or university with specialization in urban planning, civil engineering or related field. Masters degree preferred.
2. Five (5) years of experience in a recognized planning agency with primary work responsibility in transportation planning, or, traffic engineering combined with planning. Experience related to traffic impact analysis and review of transportation plans is highly preferred.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. AICP certification highly preferred.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.