

## **PRINCIPAL TRANSPORTATION PLANNER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervisory and specialized professional and technical work related to municipal, community, county and regional transportation planning. Supervisory responsibilities involve the planning, directing and coordinating of the efforts of individuals working on the technical aspects of transportation planning projects, especially as they relate to Ulster County Transportation Council (UCTC). These projects may be local, county or regional in nature and scope. The work is carried out in accordance with accepted professional practice and involves directing major activities of the Transportation Planning unit of the Ulster County Planning Board, assuring that all statutory responsibilities are fulfilled, providing government officials and agencies with technical assistance, and articulating UCTC and Board transportation planning policies. The specific duties may vary, but the general responsibility of the incumbent is to perform and direct policy and program development, test innovative methods for implementing planning studies and project, assign tasks to staff personnel and outside consultants where warranted or allowed, establish day-to-day working guidelines, prepare and deliver reports to the UCTC, government agencies and the general public, and carry out any specific tasks as established under the guidelines of the individual projects. Work is performed under the general supervision of the Director, Ulster County Planning Board and the UCTC with wide leeway allowed for the use of professional judgement in carrying out transportation planning activities. General supervision is normally exercised over the work of other employees involved in the project, as well as over the work of outside consultants. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Plans, directs, and coordinates the technical aspects of transportation planning projects especially as they relate to the Ulster County Transportation Council (UCTC);

Implements program priorities and establishes methodologies for all transportation plans and projects within the purview of the Ulster County Planning Board and UCTC;

Establishes working relationships with other agencies, regulatory authorities and interested parties to ensure that their goals, objectives, and concerns are incorporated into the transportation planning process to the maximum extent practical or as required by statute;

Assumes responsibility for conformance to planning schedules and guidelines, coordinating transportation planning resources and assuring that all statutory responsibilities are fulfilled;

Supervises and conducts regional travel demand forecasting and modeling activities;

Develops and applies procedures and methods that identify and quantify the impact of transportation activities and alternatives on economic, social, environmental, and other factors;

Directs and participates in the development, implementation, maintenance and dissemination of transportation related databases as an evaluative and analytical resource for decision making;

Serves as liaison with Federal, state, regional and local agencies on transportation planning issues;

Coordinates and maintains the budget for the transportation planning function of the Ulster County Planning Board and the UCTC;

Prepares and maintains an inventory of materials, equipment and supplies expensed on projects with shared objectives and resources;

Organizes, attends and participates in hearings, conferences and meetings to articulate transportation planning policies and concerns, especially as they relate to the Ulster County Transportation Council;

Prepares reports and reviews the preparation of staff reports on all transportation planning activities;

May develop and administer grant proposals.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles, practices and procedures of municipal and regional transportation planning and project development; thorough knowledge of the federal and state programs related to the transportation planning process; thorough knowledge of transportation modeling software and techniques; thorough knowledge of the laws, rules, regulations and procedures governing regional transportation planning programs; good knowledge of current methods for collecting, analyzing and interpreting statistical data; good knowledge of government budgeting procedures; ability to prepare and present complex written and oral reports to a variety of constituents and/or governing bodies; ability to readily acquire thorough familiarity with government laws, policies and regulations related to transportation issues; ability to plan and coordinate the technical work of others; ability to maintain effective working relationships with various groups and agencies; initiative and resourcefulness, tact, courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Masters Degree in Transportation Planning , Planning or a related field and four (4) years of technical work experience in transportation planning of a municipal and/or regional scope; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in Transportation Planning, Planning or a related field and six (6) years of technical work experience in transportation planning of a municipal and/or regional scope; **OR**
- C. An equivalent combination of training and experience as described in A or B above.

ULSTER COUNTY

5017 PR TRS PL

Classification: Competitive

Grade: 20

Union: CSEA

Adopted: August 12, 2003