

PUBLIC TRANSIT PLANNER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for performing specialized technical work on a professional basis for regional transportation planning, as it relates to the Ulster County Area Transit (UCAT). The system provides bus transportation for county residents to and from rural sites not served by private carriers. The incumbent is responsible for adhering to the scope of individual projects as well as the overall commitment to the concepts of UCAT. The employee is responsible for research, evaluation and analysis of data utilizing transportation modeling technology and techniques; and the drafting of professional recommendations based on those models. Work is performed under the general supervision of the administrative head of UCAT, with substantial leeway allowed for the exercise of professional judgement in carrying out public transit planning activities. Supervision may be exercised over non-professional administrative staff. 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.

Conducts technical transportation planning studies using public transportation modeling and Geographic Information Systems (GIS) programs, as well as spreadsheet and report programs;

Prepares passenger usage forecasts based on research and public transportation models;

Creates and maintains technical public transit project databases for the purpose of developing a cohesive response to regional transportation needs for the Ulster County Area Transit (UCAT);

Prepares statistical and narrative public transportation planning studies, including designs, charts, and recommendations;

Performs research within the public transportation planning disciplines, collecting and analyzing data to create economic development scenarios and cost-benefit analysis;

Plans and conducts passenger surveys to facilitate and enhance UCAT planning;

Performs research into, and reports on, possible changes to laws and codes which impact public transit issues;

Submits various required reports to governmental regulatory agencies such as the Federal Transit Administration and the Federal and New York State Departments of Transportation;

Assists administrative head of UCAT in developing three-year capital plan;

Assists administrative head of UCAT with funding and grant applications;

Interacts with the Ulster County Planning Department, Ulster County Transportation Council (UUTC), and the Ulster County Planning Board on public transit issues and the impact of

planned transportation projects;

Assists the administrative head of UCAT in developing and implementing public relations and marketing plans for the agency;

Attends conferences and meetings with regulatory agencies to determine regional planning agendas;

May make presentations to local planning authorities and interested parties to enhance the understanding of public transit planning within Ulster County.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices and procedures of municipal and regional transportation planning; good knowledge of transportation modeling software and techniques; good 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; ability to prepare and present complex written and oral reports to a variety of constituents and/or governing bodies; ability to maintain effective working relationships with various groups and agencies; ability to readily acquire good familiarity with government laws, policies and regulations related to transportation issues; 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 closely related field and two (2) years of experience in public 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 Bachelor's degree in Transportation Planning, Planning or closely related field and four (4) years of experience in public transportation planning of a municipal and/or regional scope ; **OR**
- C. An equivalent combination of training and experience as designated in A, and B above.

ULSTER COUNTY
5286 PT PLANNER
Classification: Competitive
Grade: 18
Union: CSEA

Adopted: October 3, 2003