

## **TRANSPORTATION PLANNER TRAINEE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a trainee transportation planning position within the Ulster County Planning Department. Candidates are selected on the basis of general intelligence, academic knowledge of the principles, practices and techniques of planning and the ability to acquire professional skills and knowledge of public transportation planning. The term of appointment is limited to one year, during which the trainee must attain permanent status in the Trainee title and successfully complete the probationary period in accordance with civil service rules in order to be considered for promotion to the full title of Transportation Planner, without further competitive examination. The incumbent utilizes computer transportation modeling technology and Geographic Information System (GIS) techniques to assist with research on a wide range of transportation issues encompassed within the scope of the Metropolitan Planning Organization (MPO). Information thus obtained is assembled and organized, maintained in database and other formats, and presented with recommendations by senior members of the department. The incumbent may also be assigned to ongoing work programs of the department and is expected to gain familiarity with State and Federal transportation programs. The trainee shall assist higher ranking Planners in the performance of professional field and office work while participating in an approved training program. The work is performed under close supervision, direction and instruction of senior Transportation Planning professionals. Supervision is not normally a function of this class. 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.

Receives classroom and on-the-job training designed to provide the essential knowledges and skills in preparing technical studies using transportation modeling and Geographic Information Systems (GIS) programs as well as spreadsheet and report programs;

Trains in and assists in the collection, tabulation and analysis of technical transportation planning data using transportation modeling programs;

Assists in creating transportation project databases for purposes of developing regional planning criteria for the Metropolitan Planning Organization (MPO);

Trains in and assists in the preparation of statistical and narrative transportation planning studies relating to potential transportation projects in Ulster County municipalities and for subdivisions of government within the county;

Assists in obtaining data relative to transportation planning for land-use and development scenarios and cost-benefit analysis of various planning models;

Assists in the review of transportation issues related to proposed land use projects;

Attends meetings and conferences as assigned, and may be called upon to report on various aspects of ongoing transportation planning projects;

Assists in the preparation of preliminary forecasts based on research and transportation models;

May perform research into possible changes to statutes or codes which impact on transportation planning practices and activities;

May assist in conducting field studies to facilitate research into local and regional transportation planning projects;

May be assigned specific technical tasks to assist municipalities in understanding and resolving transportation issues;

May perform miscellaneous office work and maintain records of transportation planning activities;

May prepare line drawings, charts, designs and layouts to scale.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the principles, practices and procedures of municipal and regional transportation planning; working knowledge of transportation modeling software and techniques; ability to acquire knowledge of current methods for collecting, analyzing and interpreting statistical data; ability to readily acquire familiarity with government laws, regulations, policies and procedures governing regional transportation planning programs; ability to acquire skill in preparing complex statistical and narrative reports; ability to understand complex written and oral reports and regulations; 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; **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 one (1) year of experience in transportation planning or land use planning of a municipal and/or regional scope ;
- C. An equivalent combination of training and experience as described in A and B above.

ULSTER COUNTY  
7409 TR PL TR  
Classification: Competitive  
Grade: 15  
Union: CSEA

Adopted May 19, 2006