

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Transportation Planner	Job Family: 3
General Classification: Management	Job Grade: 38

Definition: To initiate, plan, direct, manage, and participate in transportation-related activities, programs, projects, and issues.

Distinguishing Characteristics: This is a management position, and a high level of self-direction and initiative is required. This position is distinguished from other engineering or traffic engineering positions in that primary responsibility relates directly to regional transportation or pedestrian, bicycle, and other forms of mobility matters. This position receives general direction from the Transportation Manager and does not formally supervise but may provide technical or functional supervision of staff in their area of expertise.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Provide program area expertise, project support, and coordination and collaborate with Public Works staff and other City departments on complex, highly visible, and politically significant transportation-related policies, projects, and issues.
2. Plan and conduct a variety of special studies and projects; review, analyze, and evaluate the impact of study topics relating to transportation-related area of assignment, including technical, financial, and political aspects of any proposals.
3. Act as City representative, liaison, and advocate before advisory bodies, regulatory agencies, transportation agencies, and with City, County, regional, and State agencies specific to transportation-related area of assignment.
4. Provide outreach to and solicit from stakeholders, including representatives of business, schools, and community organizations regarding transportation-related needs and concerns; respond to transportation-related inquiries from the public.
5. Prepare effective written reports and correspondence.
6. Make presentations to the City, Council, City advisory bodies, community organizations, and/or other external agencies.
7. Plan projects for consultants; develop and communicate project scope and timeline(s); and review delivered project as compared to project contracted.

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8. Analyze existing City programs and policies which impact upon transportation-related area of assignment, including usage, development, and recommend improvements; monitor Federal and State guidelines to ensure compliance.
9. Review and provide transportation-related recommendations and feedback regarding public and private developments, planning documents, and other projects through the Community Development Department's Project Coordinating Committee (PCC) process.
10. Contribute to the development of the Public Works Department operating budget and goals; monitor budget expenditures and progress on work plan items and provide updates.
11. Develop and submit transportation-related grant applications; oversee proper execution and expenditure of grant funds received.
12. Develop and coordinate with other staff on transportation-related Capital Improvement Program (CIP) project proposal requests.
13. Research developing trends, evaluate data, and gather public input for transportation-related improvements and safety practices; make proactive recommendations for implementation and/or the adoption of new City standards and practices; assist project managers and engineers by providing specialized input from initial concept phase to final design.
14. When assigned to regional transportation position, represent the City's and community's interests as a member of Valley Transportation Authority (VTA), Caltrain, California High-Speed Rail Authority (CHSRA), and other external agency working groups/teams; present updates and required action items to the City Council and/or other City advisory bodies.
15. When assigned to a mobility position, manage updates to pedestrian and bicycle master plans; develop, update, distribute, and promote City programs, policies, educational materials, and projects to improve pedestrian, bicycle, and other forms of mobility and to encourage safe practices of all forms of mobility; serve as staff liaison to the City's Bicycle/Pedestrian Advisory Committee (B/PAC).
16. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of transportation planning; urban, active transportation planning; engineering, economics, and demographics; local government processes and community outreach/engagement as applied to regional transportation and/or bicycle, pedestrian, and other forms of mobility; statistical and quantitative analysis techniques; City, regional, State, and Federal regulations; emerging trends and issues related to regional transportation, bicycle, pedestrian, and other forms of mobility, and/or related topics; grant writing and administration; modern office procedures, methods, computer equipment, and software; and basic supervisory techniques.

Ability to: Establish and maintain effective working relationships with those contacted in course of work, including City staff members and representatives of State, regional, County, and other organizations; prepare clear, concise written materials; make effective oral presentations; demonstrate strong program development; project management; team leadership experience and skill; and evaluate multiple alternatives to reach sound conclusions.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Graduation from an accredited college or university with a bachelor's degree in transportation planning, urban planning, engineering, or related field and four years of professional level experience, including major responsibility of experience directly related to transportation planning or mobility-related program management; a master's degree in transportation planning, urban planning, engineering, or other closely related field is highly desirable and may be substituted for one year of required experience.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver License.

Established: August 1984

Revised: October 2020

HRD/CLASS SPECS
Transportation Planner