

ASSISTANT PLANNER (TRANSPORTATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class assists in the preparation of detailed plans and designs relating to transportation improvements by conducting field investigations; compiling and computing field data and statistics; drafting, and mapping. Incumbents are also responsible for the research and preparation of reports. This is an entry-level professional position during which time an incumbent gains experience. Subsequent to satisfactory completion of one year of service an incumbent is eligible for promotion to the Planner level. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the preparation of planning reports relating to land use, population distribution, socioeconomic data, travel patterns, automobile ownership, highway geometrics, location of bus shelters, passenger revenue, cost, hours, and mileage tabulations required for the development of the County Transportation Plan;

Assists with or conducts field studies to identify the effectiveness of the transit network in areas such as the execution of planned operations, route changes, system-wide transit network operations, and how the transit system fits into a total balanced County Transportation Plan;

Assists in the evaluation of transit routes relating to running times, direction of passenger movement, points of boarding and alighting, and other operational elements as inputs for the continual updating of the County's Transportation Planning Program;

Assists in analyzing information collected from field studies for the development of the traffic management program, marketing program, scheduling program, and fare program;

Prepares illustrative aids such as maps, charts, tables, and designs for use in the media and at public hearings and official assemblies;

Confers with or accompanies supervisor at meetings with local officials regarding the development and implementation of local transit and highway plans;

Assists with or makes field surveys and inspections of the actual area and improvements involved in a particular transportation program or project including the taking of photographs, field measurements, and site sketches;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Attends staff meetings to review current work and receive general orientation and instructions.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of the general principles and techniques used in transportation planning and in the conduct of transportation planning projects and studies; familiarity with Federal, State, County Transportation Programs; ability to prepare sketches, designs, and maps from field studies or office materials; ability to understand and interpret moderately complex sketches, maps, plans and mathematical computations; ability to understand and follow complex oral and written instructions; skill in the use of computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to communicate effectively, both orally and in writing; ability to get along well with other people; good judgment; accuracy; reliability; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* and two years of experience in Urban or Regional Planning, Transportation Planning, Transportation Management or a closely related field in transportation; (b) Bachelor's Degree* in Urban or Regional Planning, Transportation Planning, and one year of experience as defined in (a); or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTION: A Master's Degree* in Urban or Regional Planning, Transportation Planning, Transportation Management or a closely related field in transportation may be substituted at the rate of 30 credits per year of experience for up to one year.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.