

ASSOCIATE PLANNER (TRANSPORTATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position plans, organizes and participates in planning studies for the Department of Public Works and Transportation. Responsibilities include formulating and planning projects and studies relative to transportation issues, problems and concerns of Westchester County and its communities; and preparing and submitting reports for use by officials, various governmental agencies, and the public. This class is distinguished from the Principal Planner by position scope and level of complexity, as well as supervisory responsibility for professional planning and administrative support personnel. Although supervision is not a responsibility of this class, guidance and technical leadership may be provided to a small number of Planners and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the formulation and scheduling of transportation studies related to the development of transportation plans for the County and all projects relating to the regional metropolitan transportation planning organization;

Provides guidance and project leadership to Planners in the performance of transportation planning projects and studies;

Prepares transportation planning reports on studies of land use such as population distribution, socioeconomic data, travel patterns, demand forecasting, cost analysis, automobile ownership, highway improvements, bus shelter locations, passenger revenue, hours and mileage tabulations required for mandated reporting for County, State and Federal plans and programs

Confers with local officials and technical personnel regarding the development and implementation of local transit and highway plans;

Prepares grant applications and status reports regarding State and Federal transportation programs and projects such as the Surface Transportation Program, the Congestion Mitigation and Air Quality Program, the Transportation Improvement Program, the 5310 Program, the Transportation Alternatives Program, and the Federal Transit Administration's Capital Grant Program;

Performs complex evaluations of transit routes in regard to running times, direction of passenger movement, points of boarding and alighting, and other elements of input for the continual updating of the County's Transportation Planning Program;

Organizes and conducts field studies to identify how well the transit network is serving the actual transit market, the effectiveness of planning operations, and what specific changes are needed on a route by route basis;

Analyzes information collected from field studies as to its relevance for the development of bus traffic management, bus scheduling, bus fares and marketing the County transportation system;

Organizes field data and supervises the preparation of illustrative aids such as maps, charts, tables and designs for use in the media and at public hearings and official assemblies.

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Comprehensive knowledge of Federal, State and County transportation programs; thorough knowledge of the general principles and techniques used in local and regional transportation planning; knowledge of the policies, procedures and techniques involved in obtaining non-reimbursable, discretionary and/or non-entitlement federal and state funds; knowledge of the department's organization, policies, procedures and objectives; ability to conceive, organize and conduct various transportation studies; ability to analyze and interpret transportation data; ability to prepare sketches, designs and maps from field studies and office materials; ability to communicate effectively, both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; resourcefulness; imagination; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and five years of experience where the primary function of the position was Urban or Regional Planning, Transportation Planning, Transportation Management or a closely related field in Transportation; or (b) Bachelor's Degree* in Urban or Regional Planning, Transportation Planning, Transportation Management or a closely related field in Transportation and four years of experience as described in (a).

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 two years.

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