

## PLANNER (TRANSPORTATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing transportation planning tasks and conducting planning studies for the Department of Public Works and Transportation. Incumbents of this class work on a fairly independent basis, receiving direction and guidance from Associate Planners and other supervisory staff. This class is distinguished from the Associate Planner (Transportation) by the complexity and scope of assignments and that the Associate Planner may act as a lead on projects. Supervision is not a responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Plans and conducts transportation studies relating to transportation plans for Westchester County and the Bee-Line bus system as well as for all required transportation planning projects, including the Regional Transportation Plan, Transportation Improvement Program, and/or other local planning efforts;

Prepares reports utilizing complex measures such as population distribution, travel patterns, socioeconomic demographics, ridership, passenger revenue and hours and mileage tabulations in order to develop the transportation plans for the Bee-Line bus system and for Westchester County;

Prepares maps using Geographic Information Systems (GIS) in the preparation of reports and to support recommendations;

Confers with other agencies and municipalities regarding the development and implementation of local transit and highway plans;

Participates in regional working groups with members of the New York Metropolitan Transportation Council to advance transportation planning requirements and initiatives in the region;

Assists in the preparation of grant applications and status reports for compliance with State and Federal transportation regulations concerning transportation programs and projects;

Assists in the preparation of documentation relating to environmental factors for transportation planning purposes;

Pursues capital and operating funding for the Department of Public Works and Transportation;

Performs evaluations of transit routes relating to scheduled running times, ridership, direction of passenger movement, and other elements to aid in the continual updating of the County's transportation planning program;

Performs evaluations of transit routes and airport operations relating to scheduled running times, direction of passenger movement, and other elements that aid in the continual updating of the County's Transportation Planning Program;

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

Conducts field studies relating to the effectiveness of the transit network in meeting market needs; identifies necessary changes and prepares recommendations thereon;

Prepares charts, graphs and tables for presentation at public meetings and distribution to the media;

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: Good knowledge of the general principles and techniques used in local and regional transportation planning; good knowledge of Federal, State and regional transportation programs; ability to 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 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 and physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree\* and three 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 two years 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 recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.