

PRINCIPAL PLANNER (TRANSPORTATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class supervises, coordinates and directs technical planning, research and evaluative studies for the Department of Public Works and Transportation. Responsibilities include the initiation and ongoing coordination of transportation planning projects from inception to completion and directing staff across departmental lines of authority, as needed. Considerable latitude is given for exercising independent judgment within the parameters of established departmental policies, procedures and protocols. This class differs from the Associate Planner level in that an incumbent supervises, organizes, and directs the work of a number of technical and professional positions, consultants and contract employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates the formulation, assignment and scheduling of planning studies and performance audits to measure program and/or service efficiency and effectiveness; prepares reports on finding and prepares recommendations for improvements or changes in policy and procedure;

Coordinates programs and services with state and County agencies, the Metropolitan Planning Organization and other organizations working with the Department to ensure effective communication and delivery of services and/or programs;

Organizes and analyzes data from the field relating to transportation services and/or programs to monitor compliance with state and local regulations;

Coordinates the development of performance reports and planning studies to further the goals and objectives of the Transportation Planning Division;

Organizes public education efforts regarding changes in transportation services and/or programs;

Performs computer-based analyses of transportation data to define performance and plan service improvements;

Oversees all aspects of program management including financial recordkeeping, grants management/reimbursement and reporting requirements;

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the general principles and techniques used in County, municipal, regional and local transportation planning; thorough knowledge of the practices and techniques used in the formulation and conduct of planning and research studies; ability to analyze and interpret transportation planning data; ability to apply technical skill in analyzing and preparing transportation planning/performance data; ability to coordinate and supervise the work of

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)

others; 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; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and six years of experience where the primary function of the position was Regional, County, Municipal or Transportation planning activities, two years of which must have been in a supervisory capacity in the field of land use and physical planning** or transportation planning; or (b) a Bachelor's Degree* in Urban or Regional Planning, or Transportation Planning and five years of experience as stated in (a), including the two years of supervisory experience in the field of land use and physical planning** or transportation planning.

SUBSTITUTION: A Master's Degree* in Urban or Regional Planning, or Transportation Planning may be substituted on a year for year basis for up to two years of the required generic experience, but there is no substitution for the two years of supervisory experience.

*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.

**DEFINITION: Land use and physical planning is the ability to read and/or write zoning ordinance text and translate that information to design a piece of land that meets the requirements of the ordinance. This includes the review of site and construction plans to be able to conceptualize appropriate land use.