

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

TRANSPORTATION PLANNER

Department: Growth Services
Pay Grade: 114
FLSA Status: Exempt
Job Class: 2059
Risk Code: 8810

JOB SUMMARY

The Transportation Planner leverages emerging technologies to bring multi-modal metrics to narratives that enable communities to enhance transportation choice and encourage active and healthy lifestyles. This position requires advanced professional transportation planning experience of high complexity and variety, including responsibility for reviewing, analyzing, preparing, communicating, and coordinating appropriate comments, responses and proposals addressing routine and significant transportation/scenario, planning studies and technical analysis for the purpose of preserving, protecting, and enhancing the County's multi-modal transportation network and other significant resources. The Transportation Planner exercises considerable independence and judgement, receiving supervision from senior management.

ESSENTIAL JOB FUNCTIONS

- Provides subject matter expertise on methods and best practices related to critical active transportation and multimodal planning and design elements
- Supports multimodal corridor studies, transit-supportive land use analysis, and health impact assessments to evaluate enhanced transit alternatives.
- Demonstrate understanding of best practices of multimodal transportation planning necessary to produce high-quality plans and studies.
- Administers the planning and coordination of transportation infrastructure within the County to ensure the efficient and safe movement of people and goods as the County continues to develop.
- Manages the development of transportation planning efforts between Marion County, Ocala/Marion County Transportation Planning Organization (TPO), ~~and~~ the Florida Department of Transportation (FDOT), the municipalities and surrounding counties.
- Identifies and evaluates transportation issues, including proposed legislative actions on the state and regional level, and formulates recommended positions and responses on behalf of the County.

- Develops and maintains a process to ensure appropriate review and coordination of responses among Planning, Administration, and other County Departments.
- Communicates and coordinates with FDOT on issues related to statewide and regional freight and multi-modal planning efforts.
- Prepares responses and recommendations in cooperation with the Department Director and County Attorney as appropriate on behalf of the County.
- Establishes and maintains an effective system of communications, with the Department Director, Administration, and other appropriate Departments on significant transportation planning related issues.
- Plans and coordinates local long-range transportation planning efforts and coordinates these efforts with other County Departments, TPO and FDOT. Prepares relevant reports and recommendations.
- Identifies, researches, and analyzes complex transportation issues including but not limited to those related to freight movement, and multi-modal transportation.
- Prescribes and recommends policies, programs, and projects regarding development and management. Prepares draft resolution and ordinance language as necessary.
- Performs independent work in the development of recommendations.
- Leads, coordinates, and serves on internal and inter-departmental project teams and committees.
- Oversees the conducting of basic transportation modeling analyses, planning review, data collection, and report development.
- Reviews significant development proposals for conformity to transportation plans with principles of good planning and land-use practices and for compliance with development regulations.
- Serves as a resource and facilitator to support the growing needs of local industry regarding freight mobility, local regulations, and transportation planning matters between county departments.
- Acts as liaison to outside transportation agencies including but not limited to FDOT, port authorities, and Infrastructure providers.
- Assists Boards, Commissions, and committees, prepares agendas, and makes presentations concerning transportation related issues.
- Attends Board, Commission, TPO, FDOT and committee meetings as required.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position often functions as a lead worker in small and large groups of employees. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

QUALIFICATIONS

Education and Experience:

Master's Degree in Planning, Public Administration, Engineering or related field in related field or equivalent; and four (4) years' experience in transportation planning; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment. American Institute of Certified Planners accreditation preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents, and current legislative issues.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to make effective presentations on controversial or complex topics to top management, public groups, and/or boards.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Interprets complex and detailed technical data.
- Ability to participate in development of policy, programs, and plans.
- Knowledge of the FSUTMS model in the CUBE (Potentially TransCAD) software platform and other transportation software
- Knowledge of the Transportation Planning Organization functions and programs.
- Knowledge of descriptive statistics and principles and application of statistical inference.
- Knowledge of sound planning principles.
- Knowledge of the County codes and regulations pertaining to planning.
- Knowledge of the principles and practices of comprehensive planning according to federal, state, and local regulatory requirements applicable to current and long-range planning.
- Knowledge of computers, including word processors and spreadsheet applications.
- Skills in organization and task prioritization.
- Ability to read maps with intricate markings, land use surveys, and judge distance.
- Ability to interpret legal descriptions, maps, aerial photography, remote sensing data, and site plans.

- Ability to read and interpret technical written and graphically presented material; includes ability to read text, identify themes, make inferences, and draw conclusions which accurately reflect the material.
- Ability to analyze various kinds of data and other research information.
- Ability to effectively plan, organize, supervise, and carry out research projects.
- Ability to research legislation and determine the effects upon the ongoing planning program.
- Ability to supervise a small group of professional, technical, and clerical personnel.
- Ability to establish and maintain effective working relationships with associates, subordinates, government officials, representatives of other agencies and the general public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to stand, walk, stoop, kneel, crouch, or crawl; will regularly be required to sit, use hands to finger, or feel, climb or balance; and will frequently be required to talk or hear.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles and outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.