

# Chief Transportation Planner Tompkins County

**Department:** ITCTC

**Classification:** Competitive

**Labor Grade:** 16

**Approved:** 5

**Revised:** 10/93; 12/93/ 04/09; 12/13

**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS: EITHER:**

(a) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in City or Regional Planning, Transportation Planning, Transportation Engineering, Geography, Public Administration or a related field **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience in professional transportation planning; **OR**

(b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in City or Regional Planning, Transportation Planning, Transportation Engineering, Geography, Public Administration, or a related field **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in professional transportation planning; **OR**

(c) Any equivalent combination of training and experience as described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the Department of Social Services and involves responsibility for general transportation Planning and for managing County public transportation programs. A Chief Transportation Planner evaluates and analyzes transportation problems with the intent to improve efficient and safe travel on the highway/road network, and to provide efficient and safe operation of public transportation services. Working from the context of broadly stated policies and guidelines, the Chief Transportation Planner must create new programs and methods and policies to address transportation problems in Tompkins County. The incumbent is responsible for relating transportation to land use, environmental and energy planning. The incumbent is responsible for developing and administering transit operating and capital budgets, administering state and federal grant programs, and for coordinating transportation among operators and agencies in the County. The incumbent is responsible for coordinating transportation planning, transit management and project development with local governments, County departments, and state and federal agencies. The incumbent is responsible for providing program management for public transportation infrastructure projects. The work is performed under general direction of the Commissioner of Social Services with a high level of autonomy and independent judgment required to carry out the work. Direct supervision is exercised over private transportation operators, planning and clerical staff. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

Evaluate public transportation services;

Prepare mobility management plans for the County including strategies for ridesharing, parking policies, transit incentives, and travel demand management;

Plan public transportation services by evaluating demand, resources, routes and project implementation;

Plan coordinated agency transportation to integrate specialized transportation needs of publicly funded agencies;

Develop short and long term plans for the organization, capital and operations of countywide transportation services with staffs of the City of Ithaca, Cornell University, TCAT, ITCTC and other agencies;

Provide program management for public transportation infrastructure projects by coordinating project development of local, state, and federal agencies with consultants and by facilitating agreements for funding and operation;

General research of a wide range of topics including demographic and socioeconomic information, legal issues, transportation planning and regulation, cost/benefit analysis, and energy planning;

Conduct legal research in areas of County, General Municipal, Transportation and Transportation Corporations Law as needed;

Develop database and spreadsheet computer applications for management activities;

Prepare and submit quarterly applications and reports, keep record of payments to vendors and state and federal aid received, and

prepare annual report to the NYS Department of Transportation and federal agencies as required;  
Provide grant management of federally funded projects;  
Prepare requests for proposals for new transportation services;  
Prepare capital equipment specifications for bid;  
Act as liaison with NYS Department of Transportation and federal agencies to develop coordinated transportation plans, safety plans, and state transportation policies;  
Work with County Departments, human service agencies, and local governments' transportation issues.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of transportation planning and city/regional planning;  
Thorough knowledge of public transportation planning and management practices; Good knowledge of Tompkins County Geography;  
Good knowledge of public transportation services in Tompkins County;  
Good knowledge of applicable New York State Vehicle and Traffic Law, Transportation Law, and training;  
Ability to read, understand and interpret complex written instructions including reports, schedules, contracts, etc.;  
Ability to understand and interpret complex oral instructions;  
Ability to write reports in a clear and concise manner;  
Ability to use spreadsheet, graphics, and traffic simulation software for analysis and planning;  
Ability to plan and supervise the work of others;  
Ability to establish and maintain good rapport with agency staff, the general public, transit officials federal and state officials.  
The employee's physical condition shall be commensurate with the demands of the position.

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