

# **TRANSPORTATION PLANNING DIRECTOR**

## **Tompkins County**

**Department:** Department of Planning and Sustainability

**Classification:** Competitive

**Labor Grade:** LG R (88)

**Approved:** Bd.Res. #401, 12/15/92

**Revised:** 10/92; 6/10

**By:** AF, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS: EITHER:**

- (a) Graduation from a regionally accredited college or university with a Masters degree in Transportation or Traffic Engineering, Urban or Regional Planning, or a related field **AND** five (5) years of experience in the field of Transportation Planning, at least one year of which must have been in a supervisory capacity; **OR**
- (b) Graduation from a regionally accredited college or university with a Bachelors Degree in Transportation or Traffic Engineering, Urban or Regional Planning, or a related field **AND** seven (7) years of experience in the field of Transportation Planning, at least one year of which must have been in a supervisory capacity; **OR**
- (c) Any equivalent combination of education and/or experience as defined within the limits of (a) & (b) above.

### **SPECIAL REQUIREMENT:**

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.

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

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

This work involves responsibility for directing the planning, coordination and administration of a wide variety of functions of the Ithaca-Tompkins County Transportation Council (ITCTC) (Metropolitan Planning Organization (MPO)). The Director administers the MPO program and supervises the central staff. The Director will design, coordinate, administer and execute transportation planning and programming tasks assigned through the Unified Planning Work Program (UPWP). Such tasks relate to the short and long range planning of multi-modal transportation systems, facilities and services, and related components required by federal and state laws and regulations. The work is performed under the direction of the Policy and Planning Committees, with the Commissioner of Planning responsible for providing administrative oversight, as defined in the ITCTC Unified Operations Plan. Wide leeway, subject to Policy Committee direction, is permitted for the exercise of independent judgement in carrying out the objectives of the program. Administrative supervision is exercised over the work of agency employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Responsible for development of the Unified Planning Work Program, scope of services, progress reports, Transportation Improvement Program, long range transportation plan, and grant administration;
- Prepares reports documenting technical, administrative and informational activities;
- Establishes working relationships with other agencies and organizations as necessary to perform responsibilities in the development of a comprehensive transportation program for Tompkins County;
- Presents information to public officials, technical committees, and the general public to provide and elicit information;
- Prepares and administers work project designs, develops methodologies for use in planning studies and in evaluating alternative programs;
- Briefs the Policy Committee members on program and technical issues, and coordinates planning resources available from the Planning Committee for program development;
- Develops systems for collecting and evaluating research data on the planning and provision of transportation services;
- Conducts studies involving collecting, interpreting, and analyzing data on assigned projects;

- Assists in the development and implementation of evaluation tools for assessment of transportation programs;
- Coordinates planning and evaluation functions with fiscal operations of the MPO;

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

- Assists in the preparing of grant applications for funding transportation programs;
- Assists in the development of a data base for contract and programs to track contracted budget expenditures;
- Assists in the development of policy, guidelines and procedures;
- Thorough knowledge of computer applications in transportation planning activities with an understanding of transportation modeling techniques, and geographic information systems;
- Strong ability to use word-processing, spreadsheet, and other business software applications;
- Strong skills in developing clear and concise oral and written reports, and the ability to communicate effectively;
- Self-starter with high degree of dependability, initiative, and sound judgment;
- Excellent managerial and process skills necessary to develop and direct planning studies, grant applications, administration and budgeting;
- Thorough knowledge of accepted methods and procedures of data collection, analysis and interpretation of statistical data;
- Thorough knowledge of research methods and survey techniques;
- Thorough knowledge and understanding of quantitative and qualitative methods of analysis;
- Thorough knowledge of survey design and conduct, and demand forecasting;
- Thorough knowledge of the principles, practices and theories of transportation planning;
- Thorough understanding of the relationship between transportation and land use, social, economic and environmental determinants and effects.