

TRANSPORTATION PLANNING DIRECTOR

Tompkins County

Department: Department of Planning and Sustainability
Classification: Competitive
Labor Grade: Management Grade 88, LG R (88)
Approved: Bd.Res. #401, 12/15/92
Revised: 10/92; 6/10; 12/24; 2/25
By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's degree **AND** five (5) years of professional experience related to transportation or other relevant planning field, including management of complex programs, contracts, and/or grants; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** seven (7) years of professional experience related to transportation or other relevant planning field, including management of complex programs, contracts, and/or grants; **OR**
- (c) Any equivalent combination of training and experience equal to or greater than that defined in (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 must be a resident of Tompkins County within 6 months of starting in the position.

Candidate chosen for employment must possess a valid New York State driver's license within 30 days of appointment and maintain such license for the duration of employment.

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our values of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

Learn more about our [Strategic Plan](#) and [Institutionalizing Equity Report](#), which embed equity across our operations.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for leading 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 develops the Unified Planning Work Program (UPWP) and leads implementation to design, coordinate, administer and execute transportation planning and programming tasks identified in the 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.

This position will interact with both County staff and elected leadership, municipal partners, New York State Department of Transportation staff, technical consultants and community members. The work is performed under the direction of the ITCTC Policy and Planning Committees, with the ITCTC Administrative Oversight Committee responsible for providing administrative oversight, as defined in the ITCTC Unified Operations Plan. County Administration provides oversight from a reporting perspective only, as funds are passed through the County. Wide leeway, subject to Policy Committee direction, is permitted for the exercise of independent judgement in carrying out the objectives of the program. Direct supervision is exercised over

professional staff, including planners and other support staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Provides expert guidance and support to the ITCTC and wider community in methods to address transportation-related priorities and in implementing, evaluating, and improving initiatives supporting those priorities;

Responsible for developing the Unified Planning Work Program, scope of services, progress reports, Transportation Improvement Program, long range transportation plan, and grant administration;

Oversees coordination and facilitation of ITCTC Policy Committee and Planning Committee meetings, in coordination with ITCTC staff, ITCTC members and committee chairs;

Responsible for developing an annual operations budget and, together with NYSDOT and Tompkins County, working to facilitate the efficient processing of reimbursement requests;

Identifies and administers grant-making and grant-seeking activities to support transportation planning-related goals and policies, and supports and coordinates with local partners to apply for and administer grants, as well;

Prepares reports documenting technical, administrative and informational activities;

Establishes working relationships with other agencies and organizations 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 with the Planning Committee to develop programs to best serve the community;

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;

Develops and implements evaluation tools for assessment of transportation programs;

Coordinates planning and evaluation functions with fiscal operations of the MPO.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Excellent ability to lead and demonstrate initiative as a self-starter exercising high autonomy and independent, as well as critical thinking to provide informed recommendations for advancing transportation goals;

Thorough knowledge of principles, concepts, trends, regulations, current best practices and innovative solutions related to transportation planning, land use, and social, economic and environmental determinants and effects.

Ability to build good working relationships with others, particularly with municipal, state and federal partners, to coordinate efforts and move actions forward;

Excellent computer skills that at a minimum include presentation software, Microsoft Excel, PowerPoint and Word, and ability to learn new software as needed, especially in the realm of transportation modeling and geographic information systems;

Capable of critical thinking to provide informed recommendations to advance transportation goals;

Experience and a working understanding of the effective methods of moving people from origins to destinations in the most effective, efficient and sustainable way;

Strong creative problem-solving skills and knowledge of research methods and techniques for collecting, analyzing, and interpreting data and preparing clear and meaningful reports;

Excellent written and verbal communication skills to work effectively with department staff, committee chairs, technical consultants, partner agencies, and elected officials;

Prepares grant applications for funding transportation programs;

Develops data bases for contract and programs to track contracted budget expenditures;

Develops policy, guidelines and procedures;

Thorough knowledge of survey design and conduct, and demand forecasting;

Thorough knowledge of the principles, practices and theories of transportation planning.

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