

Transportation Analyst Tompkins County

Department: ITCTC

Classification: Competitive

Labor Grade: 14

Approved: Board Action 05/1993

Revised: 10/17; 12/18; 3/19; 4/24

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Transportation Planning, City or Regional Planning, Traffic or Transportation Engineering, or a related field; **OR**

(b) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelors Degree in Transportation Planning, City or Regional Planning, Traffic or Transportation Engineering, or a related field **AND** two years of professional transportation planning experience with a public or private planning, engineering, architectural or similar agency engaged in transportation planning; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

NOTE: Applicants working towards a Masters Degree in (a) above must meet educational requirement within 120 days of appointment. Applicants must provide copy of degree or official transcript upon receipt.

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

SPECIAL REQUIREMENT:

The applicant must possess a valid New York State driver's license at the time of application and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This is mid level position exists in the Ithaca-Tompkins County Transportation Council (I-TCTC). The incumbent will be responsible for problem definition, development of goals and objectives, policy research, data evaluation , and development of detailed program recommendations. The duties of the Transportation Analyst position also include such administrative functions as providing support staff to the I-TCTC committees, advisory subcommittees, and during public meetings. The position requires a high degree of autonomy and independent judgment in the performance of work assignments. The ability to meet extremely tight deadlines is required. Due to a high level of contacts with County officials, various appointed/elected officials and members of the public, considerable interpersonal skills are required. The work is performed under the general supervision of the Transportation Planning Director. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assembles, organizes, analyzes and presents relevant planning data for use in agency initiatives utilizing support staff where necessary;
- Assists in the development of the unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), scopes of services, and the Long-Range Transportation Plan for the I-TCTC Planning Area;
- Prepares reports documenting technical, administrative and informational activities;

- Participates , or may have the lead role, in presentations made to public officials, technical committees, and the general public;
- Performs general research on a wide range of topics that intersect with transportation planning including, demographic and socio-economic analysis, land-use development issues and law, transportation regulation, motor vehicle law, cost-benefit analysis and energy planning;
- Attends meetings and seminars in the Transportation Planning Director's absence;
- Uses a computer to run transportation modeling software, access Geographic Information Systems (GIS), and to perform word processing, database and spreadsheet functions.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough working knowledge of the principles and practices of transportation planning;
- Thorough knowledge and understanding of qualitative and quantitative methods of data analysis;
- Thorough understanding of the relationship between transportation, land use, social, economic and environmental factors;
- Strong working knowledge of computer applications relative to land use and transportation planning activities, including GIS;
- Strong ability to develop clear and concise oral and written reports;
- Ability to understand and interpret oral and written instructions;
- Ability to establish and maintain a good rapport with fellow County employees, elected/appointed officials, and the general public;
- Dependability, initiative, sound judgement and tact are required;
- Good organizational skills and detail oriented;
- The candidate's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

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