



CLASS SPECIFICATION

Class Title: Transportation Planner
Department: Community/Economic Development
FLSA: Exempt

Class Code: 6618
Grade: 24
Eff. Date: 01/06/2022

GENERAL PURPOSE

Under general supervision of the Planning Manager, performs professional and technical work in county transportation planning.

EXAMPLE OF DUTIES

Manages all aspects of the 3rd and 4th (Proposition 1) quarter sales use tax and the Corridor Preservation fund as collected by the County: grant funding process, work with Davis County's 15 cities, Utah Department of Transportation (UDOT), and Utah Transit Authority (UTA) to solicit funding applications for transportation projects and answer questions, accept and review project proposals. Works with Wasatch Front Regional Council (WFRC) to evaluate proposals and rank projects, coordinate site visits, prepares contracts, tracks progress reports, processes fund requests, and works with the Davis Council of Governments and County Commission to approve funding recommendations.

Identifies, pursues and oversees implementation of grant opportunities as they relate to County transportation projects, including WFRC, Utah Outdoor Office of Recreation, other state funding opportunities, etc. Estimates annual revenues and expenditures and provides transportation budget recommendations.

Participates in strategic and analytical planning processes and leads transportation studies to identify, anticipate, analyze and make recommendations regarding future multi-modal transportation demands in Davis County. Works collaboratively with the County Commission, the County's 15 cities, UDOT, and UTA to plan for regional transportation projects.

Collaborates with other cities/agencies to promote Active Transportation opportunities within the County, including promoting the development of regional trail systems. Coordinates activities of the Davis Active Transportation Committee, including working with other trail committees in the County.

Oversees trail construction, maintenance, and improvements for specific trails.

Meets with clients to negotiate details of contracts and works with County Attorney to write contracts for various projects.

Serves as a point of contact and a liaison between Davis County and other cities, outside agencies, and user groups. Implements and oversees special projects as assigned.

Maintains professionalism, integrity, teamwork, and public service attitude.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**



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Graduation from an accredited college or university with a Bachelor's Degree in Transportation Planning, Engineering, Urban/Regional Planning, Public Administration, Geography, or a closely related field, plus four (4) years of full-time experience in transportation administration and/or planning. An acceptable combination of education and experience may be considered.

Preference for grant writing, experience in mapping and GIS applications, software programs, i.e. ArcGIS, Google SketchUp, CADD

2. **Special Qualifications:**

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. **Necessary Knowledge, Skills, and Abilities:**

Knowledge of: the planning process and general practices of transportation planning; research methods and techniques of conducting or participating in planning studies; local government structure and operation; public relations concepts, practices, principles and strategies; grants writing and soliciting; AASHTO Guidelines; contract negotiations and writing.

Skill in: preparing and delivering public and professional presentations to large and small groups; the use of planning software and standard office equipment. Intermediate skills in Microsoft Word, Excel, PowerPoint.

Ability to: prepare and present technical reports; compile data and prepare written and oral reports; work efficiently with minimal supervision; perform math and statistical computations and analysis; appropriately apply transportation laws; use a variety of analytical techniques to propose solutions or provide information regarding transportation problems; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees/departments, other agencies, and the general public.

WORKING CONDITIONS

Climbing, reaching, stooping, bending, and lifting; travel within the state; push/pull, shove and otherwise move objects weighing up to 50 lbs.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**

Approval Information

Date:	01/06/2022
Department Approval:	Jeff Oyler
HR Generalist Approval:	Jill Tew
Classification Approval:	Marina Brito