



Job Description

PLANNING DIVISION Transportation Planner

The San Francisco County Transportation Authority is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Transportation Planner Series in the Planning Division includes three levels of professional Transportation Planners who manage planning and corridor studies and other planning projects, facilitate community outreach efforts, and represent the Transportation Authority on technical and policy advisory groups. The Transportation Planner assists with larger or has full responsibility for smaller planning studies.

Reports to: Principal Transportation Planner or Deputy Director for Planning

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collects, analyzes and interprets transportation data, designs surveys, develops long-range transportation planning priorities, summarizes data and prepares reports, and reviews transportation model inputs and outputs.
- Assists with or has responsibility for project management for planning and corridor studies. Duties include developing proposals; recommending consultant selection; developing and tracking project budget, scope and performance measures; grant application and management; managing consultant and Transportation Authority staff team; reviewing and reporting on study progress and deliverables; corresponding with agency partners; and develop and implement public outreach plans.
- Assists with or has responsibility for providing general planning assistance to the Deputy Director and other Divisions, including reviewing and commenting on studies, and providing input into the Countywide Transportation Plan, Congestion Management Program, Prop K 5-Year Prioritization Program and Strategic Plan.
- Prepares or assists with preparation of Board memoranda and official Transportation Authority correspondence, and presents before management, the Transportation Authority's Citizens Advisory Committee, and other external agencies.

SUPERVISORY RESPONSIBILITIES:

May supervise interns and external consultant teams.



MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a graduate degree in an appropriate discipline such as transportation planning, public policy or civil engineering; and one (1) year of experience in transportation planning, programming or funding. Applicants may substitute completion of a graduate degree with two (2) years of additional qualifying experience.

Knowledge: Basic research methods and database management techniques; proficiency with standard computer spreadsheet, word processing, and presentation software; statistical and computational analysis principles and methods; advanced knowledge of transportation planning principles, techniques and methods; transportation funding and finance; and capital project development phases.

Skills and Abilities: Ability to collect, analyze and interpret data pertaining to transportation planning and programming of funds, information on transportation issues and related legislation using appropriate methods and statistical techniques; design surveys; develop long-range transportation planning priorities; identify project goals and performance measures; oversee and manage projects and consultants; facilitate meetings; summarize and present data and prepare written reports and recommendations, and outreach materials; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$87,238 - \$120,391Adopted July 26, 2022
Resolution 23-06**