

## TRANSPORTATION PLANNING MANAGER

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### DEFINITION

Under general direction, formulates and develops recommendations for short and long-range transportation and parking policies and directs or assists in directing the implementation of all plans, projects and programs which provide for the safe, orderly, effective and efficient movement of motorists, pedestrians, bicyclists and goods; performs a wide variety of administrative, managerial, professional and technical transportation planning tasks.

### DISTINGUISHING CHARACTERISTICS

This is a managerial position responsible for the oversight and administration of the City's transportation planning program. The position is responsible for coordinating with other City departments to strategically recommend, pursue, and implement programs related to City transportation, mobility, and safety policy goals. Management of the citywide parking program with the Public Works Department is one key example. Incumbents operate with considerable autonomy and are expected to perform duties and make decisions with a high degree of independence. This includes proactive long-range transportation planning with oversight of ongoing studies, master plans, and related infrastructure projects. Incumbents directly supervise professional/technical staff, consultants, and other assigned personnel.

### EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

*Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.*

### Essential Duties

1. Oversees transportation planning staff, consultants and contractors in the preparation of transportation projects, programs, mobility studies, master plans/updates, and develops and implements staff work program, budget, and goals.
2. Acts as the City's representative to external agencies and adjacent jurisdictions on transportation and mobility policy issues. Works with transit agencies on activities related to transit services and improvements. Cultivates technical partnerships with agencies and other jurisdictions.
3. Coordinates and leads the collaboration of diverse project teams to enhance the City's long range mobility and transportation planning efforts through collaboration with Public Works, Planning, Recreation and Parks, Economic Development, Finance and outside partners and consulting professionals.
4. Monitors best practices, emerging trends, technologies and innovations in mobility and transportation, and provides leadership towards the development of City policy.
5. Creates and applies strategic projects focused on long-range transportation/transit/mobility issues. Provides steady progress toward identified strategic-level, mission-driven goals and targets and reports findings and recommendations to supervisors, City department leadership, City Council and others.

6. Assists with implementation of multi-modal transportation planning studies, bicycle and pedestrian planning and project development activities. Applies statistical and planning/design theory, collects data, interprets public policy, and maintains or accesses diverse databases to identify and recommend appropriate transportation planning and development actions by collecting information through local and regional demographics, traffic-related data and census information.
7. Meets and confers with governmental officials and the public on transportation/transit/mobility planning matters. Responds to transportation/transit/mobility information inquiries from the public and other agencies.
8. Prepares and assembles maps, tables, charts and presentations and reports on transportation/transit/mobility planning projects. Makes presentations to neighborhood groups, civic organizations, City Boards and Commissions and the City Council. [Serve as Secretary to the Transportation Commission.](#)
9. Makes field trips and investigations pertaining to transportation/transit/mobility planning projects.
10. Reviews development plans and transportation/traffic reports for accuracy, completeness, and compliance with transportation/transit/mobility master plans, development codes, and best practices; makes recommendations for approval or denial of applications.
11. Participates and coordinates in the preparation of planning studies and reports, environmental documents, and complex design work associated with transportation and mobility projects.
12. Reviews federal, state and regional statutes, proposed legislation and regulations pertaining to transportation planning.
13. Supervises and trains assigned staff.
14. Performs other related duties and responsibilities as required.

#### Other Duties:

1. Performs related duties as assigned.

#### WORKING CONDITIONS

- Indoor office environment.
- Ambient office sounds and noises such as speaking, working office equipment and software.
- Travel to City work sites and locations to conduct work.

#### PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.

#### EMPLOYMENT STANDARDS

##### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's Degree or equivalent with major course work in transportation planning, transportation engineering, urban & regional planning, public policy, environmental studies, or a related field. A Master's Degree is highly desirable.

Experience: Four (4) years of increasingly responsible professional transportation planning experience. Experience must include three (3) years in the public sector transportation/planning/public works field and two (2) years in a responsible supervisory capacity.

##### Knowledge

Principles and practices of planning, directing, reviewing and evaluating the work of staff engaged in work involving governmental transportation, transit and mobility planning and administration; ability to demonstrate

working knowledge of state and local laws affecting transportation and transit planning, integration of land use and transportation planning and multi-modal transportation planning and implementation; the nomenclature, symbols, techniques and instruments used in transportation and transit planning work; principles and techniques of urban design, complete street design concepts, and general civil engineering improvement standards; collecting, analyzing, interpreting, and applying data to various transportation planning projects; organizing and conducting research studies; preparing concise technical reports; research methods and techniques including statistics and statistical analysis, traffic use analysis, behavioral studies, visual assessment and demographic/community planning analysis; practices for researching transportation planning issues, evaluating alternatives, and making sound recommendations; principles of supervision and management; understanding of compliance with pertinent environmental federal, state and local laws, codes and regulations, including the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA); preparing charts and other graphic material for effective presentation; making presentations to city commissions or neighborhood groups; preparing written staff reports for departmental use and/or presentation to the City Council; applying applicable laws and regulations to transportation and transit planning projects; operating computer equipment and software; establishing and maintaining effective work relationships with other employees, the public and other governmental officials.

#### Ability

Ability to work in a standard office or construction environment, use standard office equipment and attend off-site meetings; sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist, and reach while performing office duties; mobility to occasionally traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform inspections; on occasion may be required to work in exposure to weather; carry items weighing up to 25 pounds such as files, manuals, or small tools and equipment for distances up to 50 feet.

#### Special Requirements

Willingness and/or ability to work varying days and times, including nights, holidays and weekends; work alone or in groups; work in person at the office and remotely.

#### Other Requirements

~~Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.~~

~~Possession of a valid California driver's license. AND~~

Professional certification as a Professional Transportation Planner (PTP) from the Institute of Transportation Engineers (ITE) OR as a Certified Transportation Planner (CTP) from the American Institute of Certified Planners (AICP) is desirable.

r: 6/18/2024  
Human Resources Department