

**PRINCIPAL TRANSPORTATION PLANNER**

**DEFINITION**

Under policy direction from the Transportation Commission and the Director of Public Works, plans, organizes, coordinates, and administers all transportation-related functions and activities for the Plumas County Transportation Commission; provides policy guidance and coordinates the activities and direction of the Commission; fosters cooperative working relationships with a variety of inter-governmental agencies, civic groups, and staff; and does related work as required.

This position also performs as the Public Works Senior Environmental Planner, as necessary, performing a variety of the more difficult, complex, and specialized assignments pertaining to planning and project development of transportation systems, projects, and other various development projects. This position prepares environmental analysis of proposed projects and design alternatives; identifies environmental impacts of transportation systems, corridors, and projects, and formulates measures to mitigate impacts; prepares, reviews, and processes environmental clearance documents for transportation systems, plans, and projects in compliance with all applicable local, state and federal laws, regulations and policies.

**DISTINGUISHING CHARACTERISTICS**

The Principal Transportation Planner position has responsibility for policy development, program planning, fiscal management, administration, and operation of all Commission functions, programs, and activities. The incumbent is responsible for accomplishing Commission goals and objectives and for ensuring that the area served is provided with desired and mandated services in an effective, cost-efficient manner. The Principal Transportation Planner also serves as the Executive Director of the Plumas County Transportation Commission. The Executive Director is appointed by, and serves at the pleasure of the Commission.

The Principal Transportation Planner is an interdisciplinary lead team member. Incumbents perform a variety of the most complex and specialized professional planning work with minimal guidance and supervision. Plans and supervises the work of consultants conducting comprehensive environmental and transportation studies; and performs the most difficult and complex work, which is either critical to the Department's basic mission or of local or regional significance. An incumbent may be assigned to represent the Public Works Department on standing committees.

**REPORTS TO**

This position reports to the Plumas County Transportation Commission and to the Director of Public Works.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Supervises other Public Works Staff on activities and functions of the Plumas County Transportation Commission (per the Memorandum of Understanding between the Commission and the Public Works Department), as delegated by the Director of Public Works, and other classifications as assigned, especially regarding environmental issues. Provides lead direction and project coordination for Public Works Department and Commission consultants as necessary.

## **PRINCIPAL TRANSPORTATION PLANNER – 2**

### **EXAMPLES OF DUTIES**

- At the direction of the Commission, plans, organizes, coordinates, and directs, the work of the Commission.
- At the direction of the Commission, develops and implements the Commission goals, objectives, policies, procedures, and work standards.
- Works closely with the various governing bodies, boards, and commissions, a variety of public and private organizations, and citizen groups in implementing programs and projects to solve identified problems; advises the Commission on issues and programs.
- Prepares and recommends long-range plans for Commission services and programs; develops specific proposals for action on current and future Commission needs.
- Makes recommendations of Commission regulations and various codes and applicable laws to ensure compliance.
- Represents the Commission in contacts with various governmental agencies, community groups, and various business, professional, and other organizations directly or through subordinate staff.
- Coordinates the preparation of a wide variety of reports or presentations to the Commission or other governing bodies.
- Performs other related duties and responsibilities as directed by the Commission.
- Reviews environmental documents of local, state, and federal agencies. Prepares inventories and analyses of existing and future environmental conditions.
- Researches, reviews, and analyzes information and data for the preparation of transportation and land use planning reports for both current and long-range issues.
- Reviews various transportation improvement projects and prepares appropriate environmental documentation in compliance with the California Environmental Quality Act (CEQA).
- Reviews various environmental documentation for miscellaneous Public Works and transportation improvement projects consistent with Caltrans Local Assistance Procedures, NEPA, CEQA, and various other federal, state, and local regulations.
- Prepares and implements the Plumas County Transportation Commission's Overall Work Program and associated amendments.
- Prepares various transportation planning documents and amendments. Examples include but are not limited to The Regional Transportation Plan, The Plumas County Short Range Transit Plan, Non-Motorized Transportation Plan, Plumas County Transportation Commission Policy and Procedures Manual, and other projects as needed.
- Reviews various local development and transportation improvement project applications for compliance with local development, regulations, and policies.
- Prepares and implements professional service agreements/contracts for various consultant services for transportation and road improvement projects.
- Researches and drafts grant applications for various Public Works and transportation improvement projects.
- Manages the County's transit operations contract including payments, tracking of performance standards, fleet maintenance, and compliance with the requirements of the Transportation Development Act.
- Manages on-call environmental services contracts for task orders requiring permitting and CEQA compliance.
- Prepares environmental assessments for compliance with CEQA.

## **PRINCIPAL TRANSPORTATION PLANNER – 3**

### **EXAMPLES OF DUTIES (continued)**

- Prepares and reviews environmental impact reports according to regulations.
- Analyzes information and develops mitigation measures for environmental problems.
- Prepares notices of pending public items.
- Coordinates with other agencies and prepares Board of Supervisors agenda items.
- Incorporates mitigations and comments into staff reports.
- Develops conditional requirements consistent with regulatory standards, reports, and comments.
- Assists in recommending, developing, and implementing goals, objectives, and policies.
- Provides input to the Director of Public Works in the development and revision of County ordinances.
- Assists in the development and revision of fee schedules.
- Represents the Director of Public Works to special County committees, task forces, groups, and organizations as directed.
- Maintains open communication with Director of Public Works to ensure he/she is up to date on all matters.
- Performs special assignments, projects, and other tasks as assigned by the Director of Public Works and the Transportation Commission.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio- visual equipment; use of office equipment including computers, telephones, calculators, copiers, facsimile, digital presentation software, and video software.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; more than occasionally works outside; continuous contact with staff, including staff from other County departments and staff from other agencies, and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of budget development and administration.
- Funding sources impacting transportation-related programs and transit service development.
- Management of public transit operations through a 3<sup>rd</sup> party operator.
- Development of transit reports required by Caltrans.
- Acquisition of management of transit fleet and associated reporting.
- Preparation of transit funding allocations through the Caltrans 5311, 5311(f), LCTOP, and 5339 Programs.
- Preparation of Commissions Title VI Plan and Short-Range Transit Plan.
- Management of consultant in the preparation of the Plumas County Regional Transportation Plan.
- Social, political, and environmental issues influencing program administration.
- Principles and practices of contract administration and evaluation.
- Local, regional, state, and federal laws, ordinances, and policies governing transportation issues.
- Local and regional bodies that implement laws, ordinances, and policies governing transportation issues.

## PRINCIPAL TRANSPORTATION PLANNER – 4

### **Knowledge of (continued):**

- Organization and function of local, state, and federal public agencies as they relate to transportation issues.
- Meeting noticing and agenda setting requirements for public meetings, as required.
- General ecology of general principles behind planning for the conservation and preservation of natural resources. Methods of administering environmental projects and programs.
- General principles and techniques of research and statistical analysis.
- Techniques and methods of evaluation of environmental impacts and mitigation development.
- Various types of public facilities and how they serve the community.
- State and federal laws and regulations relating to the highway program and other functional areas under the jurisdiction of the Public Works Department and other laws pertaining to environmental regulations.
- State, local, and regional governmental organizations as they relate to highway and local development planning, specific knowledge of either the social sciences, natural sciences of environmental design arts; trends in highway-related environmental, urban, and regional planning.
- State, local, and regional governmental organizations as they relate to environmental planning, specific knowledge of either the social sciences, and natural sciences of environmental design arts; trends in environmental, urban, and regional planning.
- Purposes and procedures of public planning and resources agencies, boards, and governing bodies.
- Federal, state, and local laws, regulations, and ordinances governing transportation planning, land use planning, zoning, and land use.
- Principles, techniques, and trends of transportation and land use planning.
- Graphic illustration and presentation, mapping methods and techniques.
- Contract preparation and administration.
- Trends in Federal and State programs related to the functions under the jurisdiction of the Public Works Department.
- Trends in Federal, State, and local environmental assessment and mitigation reports, impact statements, and/or negative declarations; principles of effective supervision.

### **Ability to:**

- Plan, organize, administer, and coordinate a variety of large and complex transportation-related services, projects, and programs.
- Develop and implement goals, objectives, policies, and procedures.
- Prepare grant applications for transportation projects.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain cooperative working relationships with the Commission, and a variety of citizens, public and private organizations, boards and commissions, and commission staff.
- Exercise sound, independent judgment within general policy guidelines.
- Understand and integrate a variety of transportation-related programs.
- Analyze difficult problems, develop a positive course of action, and follow through on its implementation.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information in a manner consistent with job functions.
- Make effective public presentations.
- Represent the Commission effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.

## **SENIOR TRANSPORTATION PLANNER – 5**

### **Ability to (continued):**

- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner modeling correct safety practices and procedures.
- Maintain confidentiality regarding sensitive information.
- Analyze environmental situations accurately.
- Gather and analyze data; prepare written reports.
- Work effectively with others as an interdisciplinary team.
- Provide work direction and coordination for consultants.
- Perform special assignments representing the Public Works Department on committees as delegated.
- Collect, compile, and analyze technical, statistical, and other information related to transportation, environmental, and land use planning.
- Prepare comprehensive and concise transportation planning and land use planning reports.
- Read and understand laws, ordinances, general plan elements, environmental impact statements, and other documents related to community, land use, and transportation planning.
- Effectively represent the Public Works Department, County Ordinances, and policies in responding to inquiries. Providing assistance to, and dealing with concerns from, the public, community organizations, county staff, and other agencies.
- Conduct interviews for data gathering.
- Apply general techniques of ensuring participation in the planning process.
- Coordinate environmental investigation of proposed projects.
- Review and evaluate local plans in relation to statewide environmental interests.
- Incorporate the input of interested groups and agencies into the environmental planning and analysis process.

### **Training and Experience:**

Four (4) years of responsible experience in public planning work equivalent to a Senior Planner or Senior Environmental Planner with Plumas County and (4) years of responsible experience in transportation

**OR**

A Master's Degree in Environmental Planning, Environmental Sciences, Civil Engineering, Transportation Engineering or Transportation Planning may be substituted for four years of the required experience. A Bachelor's Degree in Environmental Planning, Environmental Science, Civil Engineering, Transportation Engineering or Transportation Planning may be substituted for two years of the required experience.

### **Special Requirement:**

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all disaster service work-related training as assigned,

and to return to work as ordered in the event of an emergency.