



## REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

# Planner

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<b>FLSA status:</b>	<b>Exempt</b>	<b>CLASS CODE:</b>	<b>1950</b>
<b>Established:</b>	<b>January 1, 2005</b>	<b>Grade:</b>	<b>31</b>
<b>Revised:</b>	<b>December 2018</b>		

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**Summary:** Under general supervision, conducts multimodal transportation system analysis and develops planning and forecasting studies as directed; uses specialized travel demand modeling, visualization, and geographic information systems (GIS) software; and participates in agency and community outreach activities.

**DISTINGUISHING CHARACTERISTICS:** This is the professional level class in the Planner series. This class is distinguished from the Senior Planner by the performance of more routine tasks and duties, including responsibility for day-to-day current or specialized planning responsibilities in a functional area. Incumbents are expected to use independent judgment, complete projects, and as experience is acquired, to perform higher level assignments, many of which have high public visibility, with increasing independence.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

- Conducts multimodal transportation and safety analysis.
- Coordinates and participates in community outreach activities such as planning workshops, public/stakeholder meetings, and advisory committee meetings.
- Prepares presentation materials and presents reports for advisory committees and the RTC Board of Commissioners.
- Writes, edits, and reviews multimodal transportation plans, programs and other documents.
- Develops and manages data for the travel demand model and GIS systems; analyzes, maps, and graphically displays data.
- Compiles, arranges, analyzes and interprets data; conducts multivariate studies of transportation system utilization, population structure, land use, economic activity and other variables; performs as team leader as needed.
- Participates on various technical and advisory teams, providing advice and information on project status and technical issues; prepares and presents information to boards, committees, and other group meetings; participates in community outreach activities.
- Monitors and reviews regional and national trends in transportation planning best practices, tools, and technology, and recommends operational and technical improvements.
- Reviews multimodal transportation studies and land use plans and provides comments and recommendations.

## **QUALIFICATIONS FOR EMPLOYMENT:**

### ***Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job)***

- Knowledge of multimodal transportation planning and transportation safety best practices.
- Knowledge of city, county, state and federal rules and regulations for transportation planning.
- Knowledge of transportation and land use modeling practices and procedures, including TransCAD, VISSIM, and ArcGIS software.
- Skill in effective verbal and written communication, including graphical formats and visualization techniques.
- Skill in completing and submitting multiple projects in a timely manner.
- Knowledge of database management techniques and principles and practices of file and records management.
- Knowledge of theory, principles and practices of geographic information systems and spatial models for computer analysis; and development of reader-friendly map products.
- Skill in the creation of Macros within programs such as Excel.
- Skill in operating a personal computer utilizing a variety of hardware, software, peripherals and operating systems.
- Skill in analyzing complex data and information systems problems, evaluating alternatives, and making logical recommendations based on findings.
- Skill in compilation, analysis, and presentation of technical and statistical information in reports.
- Skill in collaborating and working effectively with others; contributing to the accomplishment of team or work unit goals, objectives and activities
- Skill in establishing and maintaining effective work relationships with staff, co-workers, stakeholders, consultants, vendors, sponsors, community groups and the public.
- Skill in public speaking.

### ***Required Certifications and Licenses:***

Valid driver's license required at time of hire; American Institute of Certified Planners (AICP) and/or Professional Transportation Planner (PTP) certification preferred.

### ***Experience and Training:***

Bachelor's Degree in urban or regional planning, geography, or a related field; Master's Degree Preferred.

And three to five (3-5) years of transportation planning experience, including travel demand modeling and GIS analysis OR an equivalent combination of education and experience that provides the required knowledge and skills.

Planner

Job Description

***Working Conditions and Physical Effort***

Physical ability to perform office and related work, including operating computers and office machinery; stamina to sit for extended periods of time; strength to lift and maneuver materials weighing up to 25 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the RTC.