



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

Senior Technical Planner

FLSA status:	Exempt	CLASS CODE:	1940
Established:	January 1, 2005	Grade:	36
Revised:	December 2018		

Summary: Under general supervision, performs complex professional work on difficult current and advanced planning projects. Conducts and coordinates professional planning studies to achieve RTC transportation priorities and regulatory compliance objectives; prepares federal grant applications; uses specialized travel demand modeling and microsimulation software; and provides leadership in community outreach activities. Responsible for assisting with the implementation of the Regional Transportation Plan.

DISTINGUISHING CHARACTERISTICS: This is the advanced, lead level in the professional planning series expected to perform highly specialized and difficult planning work that requires considerable professional knowledge and the use of independent judgment; manage projects; be an effective collaborator with other RTC staff to implement complex projects and studies.

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

- Manages and reviews transportation planning studies to assess probable impacts and compliance with Regional Transportation Plan and other RTC plans and priorities
- Provides input in the development of the Regional Transportation Improvement Program (RTIP), Unified Planning Work Program (UPWP), and Public Participation Plan (PPP) and amendments, and maintains technical documentation required to assure compliance with federal regulations and conformance to RTC goals
- Analyzes and reports project status, budgets, cost estimates and requirements.
- Manages multiple projects/deliverables with short and long range completion dates. Coordinates, researches, writes and produces various reports.
- Coordinates GIS activities for RTC. Develops maps, charts and graphs used in planning studies and reports; compiles, arranges, analyzes and interprets data; conducts comparative studies of transit system use, population structure, and economic activity; and prepares technical reports.
- Conducts travel demand modeling and analysis.
- Manages grant programs and applications as required; writes grant applications and provides technical support for RTC grant funded projects; ensures grant programs are in compliance with Federal, state and local policies and requirements.
- Serves as a liaison between RTC and various regional government organizations, community groups, and state and Federal agencies; conducts public meetings and coordinates discussions on regional transportation issues; makes presentations to various boards and committees.
- Coordinates the work of other planners to manage complex planning projects.

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Job Description

- Participates on various technical and advisory teams, providing advice and information on project status and technical issues.
- Prepares presentation materials and presents reports for advisory committees and the RTC Board of Commissioners. Manages special projects as assigned.

QUALIFICATIONS FOR EMPLOYMENT:

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

- Knowledge of local, state and Federal rules and regulations for metropolitan planning; including air quality and transportation safety legislation and programs.
- Knowledge of project management procedures and techniques.
- Knowledge of transportation and land use modeling practices and procedures, including TransCAD, MOVES, VISSIM, and ArcGIS software.
- Knowledge of principles and practices of file and records management.
- Knowledge of theory, principles and practices of geographic information systems, including database management systems.
- Skill in the creation of Macros within programs such as Excel.
- Knowledge of methods and practices of customer service and public relations.
- Skill in reading and interpreting Federal and regional rules, ordinances, codes and regulations, and applying them to complex planning projects.
- Skill in analyzing transportation planning issues and policies, and preparing and presenting recommendations.
- Skill in data collection and analysis, and mathematical and statistical calculations.
- Skill in compilation, analysis, and presentation of technical and statistical information in reports.
- Skill in completing and submitting multiple projects in a timely manner.
- Skill in operating a personal computer utilizing a variety of hardware, software, peripherals and operating systems.
- 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 related field; Master's Degree Preferred. And five to seven (5-7) years of planning experience, or an equivalent combination of education and experience

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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.