



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 833.1

Job Title: **Transportation Planner I**

Pay Grade: 18

GENERAL SUMMARY:

The position is an entry-level position within the professional transportation planning classification. It requires moderate analytical skills, judgment, public speaking abilities, and professional planning skills; as well as a basic understanding of transportation planning methods.

RESPONSIBILITIES:

- Presents, or assists in presenting, detailed reports or studies to community groups, government agencies, stakeholders, and the public.
- Assists in the development of transportation planning studies in support of new or updated plans, programs, projects, or regulations.
- Serves as a liaison to coordinate plans, projects, and policies with other City departments and outside organizations.
- Writes, or assists in writing, a variety of planning documents and reports.
- Reviews, or assists in reviewing, project proposals of limited-to-moderate complexity for compliance with applicable regulations or standards.
- Provides technical assistance and professional support in the administration of specific transportation planning programs, regulations, grants, or projects.
- Researches and compiles information on a variety of planning issues from multiple sources.
- Prepares maps and other graphical representations of data of varying complexity.
- Create and maintain data in a geographical information system or other database format.

SPECIFICATIONS:

KNOWLEDGE:

Requires knowledge of planning principles and practices; including multi-modal transportation planning and pertinent specialties, as applicable. Knowledge of this level is typically obtained through experience and a Bachelor's degree in Urban Planning, Transportation Planning, Civil Engineering, Geography, Public Policy or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

EXPERIENCE:

Two years of planning experience required.

A Master's degree in Urban Planning, Transportation Planning, Civil Engineering, Geography, Public Policy or closely related field may be substituted for two years of experience.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies, and procedures.

SPECIFICATIONS (cont'd):

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professional and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors, and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tract and cooperation.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Transportation Planner I
Transportation Planner II
Transportation Planner III
Transportation Planner IV

Effective: March 2016