



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 833.2

Job Title: **Transportation Planner II**

Pay Grade: 21

GENERAL SUMMARY:

The position is a professional transportation planning position of moderate difficulty and complexity. It is characterized by increasingly specialized knowledge of transportation planning methods and more elevated level of required duties and responsibilities compared to a Transportation Planner I. The position is expected to possess working knowledge 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 studies in support of new or updated plans, programs, projects, or regulations.
- Serves as liaison to coordinate plans, projects, and policies with other City departments and outside organizations.
- Writes, or assists in writing, formal and technical reports, planning documents, grants and correspondences.
- Reviews project proposals of 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.
- Works closely with the public on transportation planning programs, requirements, or projects.
- Create and maintain data in a geographical information system or other database format.

SPECIFICATIONS:

KNOWLEDGE:

Requires demonstrated knowledge of principles and practices of transportation planning, as well as in-depth knowledge within one or more planning specialties. 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:

Four years of progressively responsible planning experience required, with at least one year of professional transportation planning experience.

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

SPECIFICATIONS (cont'd):

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies, and/or precedents. Moderate to Advanced analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times somewhat autonomously, with the supervisor available to answer more difficult 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 requires moderate tact and cooperation; e.g., answering questions, resolving problems and/or obtaining necessary information.

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 requires moderate tact and cooperation; e.g., answering questions, resolving problems and/or obtaining necessary information.

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