

**Madera County Transportation Commission**  
**Position Announcement**  
**Transportation Planner I (\$3,622 – \$4,403 Monthly)**  
**Transportation Planner II (\$4,404 – \$5,354 Monthly)**  
**Deadline: February 3, 2012**

DEFINITION

To perform a variety of professional work related to transportation planning, programs and projects; to research, analyze, evaluate, and present planning reports and findings; and to monitor and track funding and expenditure of programs.

DISTINGUISHING CHARACTERISTICS

Transportation Planner I - Entry level class in the Transportation Planner series. Positions in this class typically have limited directly related work experience. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Transportation Planner II - This is the journey level class in the Transportation Planner series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Planner I level.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate and/or general supervision from the Executive Director.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Attends and participates in regional committees, studies, and outreach efforts relating to assigned transportation work elements.

Monitors, administers and organizes meetings for local transportation programs; serves as liaison to committees, responding to questions and providing technical advice.

Assists in the development and maintenance of various planning databases maintained to support traffic simulation modeling, air quality compliance monitoring, and urban and rural transit planning; maintains, runs and responds to requests for the Madera County Travel Forecasting computer model.

Prepares necessary documents required for assigned transportation programs; monitors and tracks expenditures for assigned transportation programs.

Researches, administers, and coordinates with city and county staff regarding State and Federal transportation funding programs, ensuring statutory and regulatory requirements are met.

Monitors legislation and other governmental developments with potential to impact MCTC programs and projects.

Represents the Commission at public hearings, public meetings, and staff level meetings with external agencies.

Prepares staff reports and other technical documents on transportation planning issues for staff and Commission review to include provisions of Federal and State legislative programs affecting the agency.

Maintains and updates MCTC technical infrastructure including web site, email and computer workstations; provides technical support to staff.

Builds and maintains positive working relationships with co-workers, other Commission employees and the public using principles of good customer service.

Performs related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Basic principles and practices of urban and regional transportation planning and project implementation.

Techniques in research and statistical methods applicable to transportation planning.

Proper English usage and grammar.

Modern office procedures and computer equipment.

##### Ability to:

Learn to apply policies, procedures, and standards pertaining to transportation planning.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Learn to interpret, explain, and apply applicable laws, codes, and regulations.

Accurately perform mathematical calculations.

Learn to analyze technical information and documents and develop an appropriate response.

Effectively serve as liaison to local agencies on transportation planning issues.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of planning related experience (Planner I).

Three years of planning related experience (Planner II).

Training:

Equivalent to a Bachelor's degree from an accredited college or university.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

**HOW TO APPLY:**

Please submit resume and cover letter to:

MCTC

Attn: Planner Position

2001 Howard Road, Suite 201

Madera, CA 93637

or by email: [planner@maderactc.org](mailto:planner@maderactc.org)