

CITY OF MILPITAS  
Effective: February 6, 2001  
EEOC: Professional  
FLSA: Non-Exempt  
Unit: Protech  
Physical: 1

## JUNIOR/ASSISTANT TRANSPORTATION PLANNER

### DEFINITION

Under direct supervision, perform a variety of professional level work in support of transportation planning programs and related services; to develop grant proposals and complete special projects and research; and to perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

Junior Transportation Planner – This is an entry-level class in the professional transportation planning series. This class is typically used as a training class in which the incumbents have a four year degree and limited work experience. The Junior Transportation classification is distinguished from the Assistant Transportation Planner by the performance of less than the full range of duties as assigned to the journey level class in this series. Incumbents work under immediate supervision while learning job tasks.

Assistant Transportation Planner – This is the journey level class in the professional transportation planning series. Incumbents work independently under general supervision. The Assistant Transportation Planner classification is distinguished from the Junior Transportation Planner by the performance of the full range of duties as assigned, independently with only occasional instruction or assistance as new or unusual situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the Junior Transportation Planner level.

SUPERVISION EXERCISED May exercise indirect supervision over intern staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:  
Perform professional level work related to the field of transportation planning.

Assist in the review of Traffic Impact Analyses for new development.

Gather, compile and analyze a variety of technical traffic data; prepare and review assumptions with supervisor.

Update, maintain, and monitor citywide traffic related programs, databases, and summaries; provide traffic data, project assumptions, and other needed information to outside traffic consultants in accordance with established procedures.

Assist in the preparation of complex and technical staff reports with recommendations; compose memoranda and correspondence.

Design graphic displays; make presentations to the City Council, commissions, committees, and boards as assigned.

Research and develop grant proposals and applications for city transportation projects; assist in monitoring adherence to grant requirements, goals and objectives; assist in program evaluation.

Set up and maintain the transportation filing system.

Perform other related duties as required.

### MINIMUM QUALIFICATIONS

#### Junior Transportation Planner

##### Knowledge of:

Principles and practices of transportation planning.

Data collection, research methods, and sources.

Survey techniques and practices.

##### Ability to:

Learn applicable federal, state and local policies and laws related to transportation planning.

Learn to retrieve and summarize transportation data from City Link or other computer system; operate office equipment including personal computers and peripheral equipment.

Learn to classify and maintain transportation filing system.

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

Communicate effectively 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 equivalent to a Bachelor's degree from an accredited college or university with*

*major coursework in transportation planning, planning, civil engineering or a closely related field.*

Assistant Transportation Planner

In addition to the qualifications for Junior Transportation Planner:

Knowledge of:

Applicable federal, state, and local laws and regulations.

Ability to:

Read and interpret site plans, engineering drawings and technical manuals.

Make oral presentations to a variety of groups.

Design and prepare graphic displays.

EXPERIENCE AND EDUCATION

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

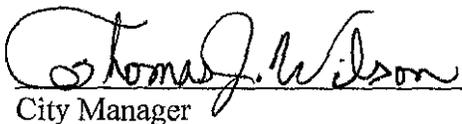
Experience:

Two years of responsible planning experience comparable to that of a Junior Transportation Planner in the City of Milpitas.

Education:

Bachelor's degree from an accredited college or university with major coursework in transportation planning, planning, civil engineering or a closely related field.

Special Requirements: *Essential duties require the following physical abilities and work environment:* Ability to work in a standard office environment.

  
City Manager

2-16-01  
Date