

Title: Transportation Planner	Effective Date: June 19, 2021	Grade: XIV	Job Category: Professional
Prior Title: Transportation Planner	Prior Effective Date: June 24, 2017	Grade: XIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for conducting transportation planning analysis, assisting in management of federally sponsored transportation planning and assisting in statewide, corridor, and project level planning studies.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

FOR METROPOLITAN PLANNING OFFICE:

- Coordinate with metropolitan planning organizations (MPOs) and urban transit systems to support the multimodal transportation planning process.
- Assist the MPOs in the development of planning documents, including metroplan transportation plans and transportation improvement programs.
- Review progress on MPO work activities and approve reimbursement.
- Stay apprised of metropolitan planning and programming regulations and guidance.

FOR MULTIMODAL AND PROJECT PLANNING SECTION:

- Conduct studies of proposed transportation improvement projects.
- Conduct site impact analysis of proposed development taking into account existing or proposed access management and land use practices.
- Utilize computer software to develop illustrations for reports and presentations.
- Assist in the development and utilization of geographic information systems and urban transportation models.
- Compile various statistical and historical reports.
- Assist in the development of travel demand models used for transportation planning.
- Update publications and/or reports as assigned.
- Compile and analyze various computer databases and/or statistical data.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor’s degree from an accredited college or university in transportation planning or related field. Experience in transportation planning desired.

Knowledge, skills and abilities:

Effective written and verbal communication skills. Demonstrated ability to utilize Microsoft Word, Excel, Access, and PowerPoint. Ability to interpret and apply Department policies, operations, and procedures. Knowledge of the Department’s organization desired.

Working conditions:

Office environment.

(“Accredited” means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)