

## CITY OF BELLINGHAM

### JOB DESCRIPTION

**JOB TITLE:** Transportation Planner  
**CLASS TITLE:** Planner II  
**DEPARTMENT:** Public Works Engineering

**UNION:**231  
**SG:**S-8  
**CS:**N  
**FLSA:**N  
**EEO4CODE:**PR

#### **JOB SUMMARY:**

Performs professional level work involving short and long-range transportation planning. Responsible for forecasting transportation facility needs by developing and analyzing land use and transportation models; researching and analyzing technical and policy issues on pedestrian, bicycle, transit and roadway transportation needs; conducting public involvement sessions for transportation projects and programs; assisting in determining transportation GIS needs and applications; and providing transportation policy and technical support to City managers, elected officials, consultants and developers.

#### **SUPERVISORY RELATIONSHIP:**

Reports to the Transportation Engineering Manager.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Conducts and reviews transportation planning studies and recommends transportation policies and programs.
2. Researches and prepares grant applications for funding to provide infrastructure improvements.
3. Evaluates development proposals to determine impacts on the transportation system.
4. Develops and maintains transportation modeling programs to evaluate and support concurrency management and transportation demand management programs.
5. Prepares comprehensive and neighborhood plan revisions related to pedestrian, bicycle, trail and roadway transportation facility needs.
6. Administers programs such as Transportation Impact Fee (TIF), Transportation Demand Management (TDM), Neighborhood Traffic Safety (NTS), and the Bicycle Advisory Committee (BAC).
7. Assists in developing an annual Six-Year Street Construction Program plan.
8. Documents and enters data into integrated GIS database of spatial and tabular traffic information.
9. Works with GIS Analyst on interfacing or integrating GIS information into transportation modeling systems.
10. Analyzes traffic data and prepares maps, reports and presentations using GIS system.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of planning principles, concepts, functions and processes.
- Ability to assimilate diverse opinions and formulate practical City goals, policies and plans.
- Knowledge of transportation planning principles, standardized practices, and nationally recognized guidelines related to transportation studies and transportation demand management principles and programs.
- Understanding of the relationship between land use and transportation.
- Knowledge of pertinent local, state and federal laws related to growth management and transportation.
- Knowledge of neighborhood traffic management programs and traffic calming concepts.
- Proficiency in the use of desktop computer software including word processing, spreadsheets, transportation modeling software including Tmodel2 and Vissim, and integrated GIS database software including Arcview and ArcInfo.
- Excellent oral written communication skills.
- Ability to work independently in carrying out position responsibilities.
- Ability to establish and maintain effective working relationships with diverse groups including fellow employees, City officials, governmental agencies, community groups, developers, transportation consultants and the general public.

**WORKING ENVIRONMENT:**

Work is performed primarily in an office setting with occasional work in the field, exposing employee to inclement weather and traffic hazards. Some travel is involved in the work.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor's Degree in urban planning, civil or transportation engineering, or related field.
- One year of professional transportation planning experience required.

A combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered.

**NECESSARY SPECIAL REQUIREMENT:**

- Valid Washington State Driver's license by time of hire.
- Good driving record. Candidates considered for hire must submit an abstract of their driving record for the last three years.

**PREPARED BY:** Clark Williams  
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**REVIEWED BY:** \_\_\_\_\_  
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Jack Garner,  
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