

## IMPERIAL COUNTY TRANSPORTATION COMMISSION

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**CLASS TITLE:**        **TRANSPORTATION PLANNER**  
**TITLE:**               **ASSISTANT PROJECT MANAGER - REGIONAL**  
                              **TRANSPORTATION PLANNING AND PROGRAMMING**

### **BASIC FUNCTION:**

Under general direction of the Executive Director or Senior Transportation Planner/Project Manager, serve as a Transportation Planner/Assistant Project Manager to support and assist the following: the coordination and organizing the regional transportation planning functions of the Imperial County Transportation Commission (ICTC); Federal and state grant development and reporting; Prepares and presents transportation plan and reports; Administers various transportation related programs; performs transportation studies and analysis, Title VI Report, and Disadvantage Business Enterprise (DBE) Report; develops grant proposals; develops Requests for Proposals (RFP); Supervises and provides technical support to the development of the Imperial County Long Range Transportation Plan and the Multi-County Regional Transportation Plan/Sustainable Community Strategy; Develops and administers the State and Federal Transportation Improvement Programs; Provides staff support to the Commission and it's technical and policy advisory committees; and assists with the collection, analysis and development of regional transportation data.

### **DISTINGUISHING CHARACTERISTICS:**

The Transportation Planner/Assistant Project Manager for Regional Transportation Planning and Programming is the entry level in the class series that includes the Transportation Planner, Associate Transportation Planner, and the Senior Transportation Planner.

### **ESSENTIAL FUNCTIONS:**

Assist with the preparation and administration of the State and Federal Transportation Improvement Programs (TIPs), Air Quality Conformity Analyses, Title VI Report, and DBE Report, and assists with the development of the ICTC Short and Long-range Transit, Highway, Active Transportation Plans (bicycle and pedestrian) and studies, and its required reports and updates as necessary.

Assist with activities to coordinate, organize and development of regional transportation and transit programs and services; assist with the development of transportation and transit policy; assist with the collection and analysis of data in support of various ICTC transportation programs and services.

Assist in the development of long and short-range plans to expand, enhance and maintain transportation infrastructure in Imperial County, development plans with state and federal jurisdictions, public agencies, elected officials, community groups, and general public.

Assist and support the planning and project development process for transportation improvements as needed.

Assist in the development of transportation system performance measures; collects and uses data to develop measures and reports to support performance; and to develop recommendations.

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Monitors grants and contracted programs; maintains reports in compliance with state and federal mandates.

Conduct research and analysis for various projects and funding sources in support of transportation programs and services such as discretionary grant for planning or capital improvements; assist or lead the coordination, development grant applications; and presentation of results and recommendations to management, staff, and Commission as need.

Coordinate, negotiate, and oversee contractor, vendor service, supply and other related contracts as required; authorize expenditures within designated authority level; monitor contract budget and maintain expenditures within approved levels.

Participate, coordinate and represent ICTC in a variety of work groups and trainings, various committees and task forces and technical advisory committees in Imperial County, throughout the State of California, other U.S. states and Mexico as needed.

Assist in the preparation of presentations to elected officials, regional transportation authorities, transportation boards and related groups.

Maintain, prepare or supervise the development of a variety of annual compliance reports

Must be able to perform complex, accurate calculations and data analysis, prepare correspondence and technical reports as well as establish and maintain effective working relationships with others.

Strong writing and communication skills are essential in English. Bilingual skills in Spanish and English are desirable but not required.

Perform other related duties as required.

### *Experience, Qualifications, Knowledge, and Skills*

#### **KNOWLEDGE AND ABILITITES:**

##### KNOWLEDGE OF:

- State and federal multi-modal transportation and transit planning principles, procedures, legislation, regulations and funding processes
- Transportation service planning principles, practices and methodologies
- Transportation demand forecasting principles, methodologies and practices
- Project management and contract administration principles and techniques
- Concepts, principles, techniques, and legal aspects of integrated urban, rural and regional land use and transportation and multimodal transportation planning and implementation
- Interdisciplinary practices, analytic tools and recent trends affecting transportation and urban or rural planning
- Basic transportation and traffic engineering principles and transportation/transit facilities design, construction, and maintenance practices

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- Basic statistical research and reporting methods, techniques and procedures, and report writing techniques.

### ABILITY TO:

- Communicate effectively, using clear and persuasive oral and written communication skills  
Successfully prepare grant proposals and applications for transportation studies, transportation service or capital projects
- Successfully manage multiple complex projects with aggressive schedules independently and in collaboration with staff, consultants, and representatives of local, regional, state and federal agencies
- Collaborate with planners, traffic and transportation engineers to develop and evaluate alternatives, selection of preferred options, and preparation of recommendations on policies, plans and projects
- Research, interpret, implement, and explain laws, regulations, policies and procedures
- Collect, organize, interpret and analyze data and other technical information and make effective recommendations
- Establish effective working relationships with local, state, and federal agencies, public officials and general public.

### EDUCATION AND EXPERIENCE REQUIREMENTS:

*The following describes the requirements for the Transportation Planner series from entry-level (Transportation Planner), journey-level (Associate Transportation Planner) to senior-level (Senior Transportation Planner).*

**Transportation Planner-Assistant Project Manager:** Bilingual speaking (Spanish/English) is desirable but not a requirement for the Transportation Planner-Assistant Project Manager position, and any combination equivalent to a bachelor's degree in urban planning, Public Administration, Environmental Studies, Civil Engineering, Public Policy, or related field.

**Associate Transportation Planner-Project Manager:** Similar to the above, the bilingual skills and education requirements for the Transportation Planner, plus three or more years of progressively responsible professional experience in transportation planning or transportation related project management experience comparable to an ICTC Transportation Planner.

**Senior Transportation Planner-Project Manager:** Similar to the above, bilingual skills and education requirements for the Associate Transportation Planner is preferred for the Senior Transportation Planner-Project Manager position, plus three or more years of progressively responsible experience comparable to an Associate Transportation Planner; Or, Five years or more of progressively responsible transportation experience in transportation planning, transit/transportation program administration, transit/transportation project management comparable to an ICTC Transportation Planner; plus, three years or more of experience comparable to an ICTC Associate Transportation Planner.

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### **SALARY RANGE:**

\$43,646.11 – \$58,489.96 Annual – Transportation Planner

\*\$61,797.18 – \$82,814.13 Annual – Associate Transportation Planner

\*\$74,617.99 – \$99,995.24 Annual – Senior Transportation Planner

\* = The Associate and Senior level job duties are not described in this document.

### **PHYSICAL DEMANDS:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle, and travel to various meeting sites in Imperial County, California, and beyond to conduct ICTC business, training and conferences. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS:**

This is primarily a sedentary classification, and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, government officials, business representatives, and the general public in explaining ICTC policies, plans and services, and response to requests for publicly available information.

### **LICENSES AND OTHER REQUIREMENTS:**

A Valid California Driver's License.

**PHYSICAL REQUIREMENTS:** Dexterity of hands and fingers to operate computer; seeing to drive; hearing and speaking for public presentations.

Hours: 40 hours per week.

Benefits: Benefits include medical, dental, Imperial County Employee Retirement System (ICERS), 25 days of PTO annually, and a deferred compensation plan (employee paid). Paid Holidays and a birthday holiday.

This is an exempt at-will professional position.

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**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents.

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Employee Name (Please Print)

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Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date