

PLANNING PROGRAM COORDINATOR TRANSPORTATION

KIND OF WORK

Advanced-level professional modal and multi-modal transportation planning, analysis, consultative and coordinative work.

NATURE AND PURPOSE

Under administrative direction, an employee in this class functions as a region-wide or statewide expert responsible for managing and coordinating complex transportation plans and programs in a specialized field of transportation planning.

These responsibilities include providing consultation and coordination of transportation planning studies and processes to Mn/DOT offices and districts; serving as an inter-agency liaison to metropolitan planning organizations, area transportation partnerships, federal partners, commissions and local units of government; guiding internal/external committees focusing on transportation issues to reach conclusions and complete products; preparing and delivering transportation related presentations that explain planning purpose, process and products to various individuals and groups who may have differing opinions and/or levels of knowledge; developing, administering and allocating fiscal resources to meet planning/ program/project objectives; developing innovative solutions to resolve complex issues and problems.

Employees in this class function as statewide experts in their respective area regarding both technical and policy issues to provide counsel and expertise to the agency as well as other local units of government. Incumbents have proficiency in the theory and practice of transportation planning with an emphasis on regional and metropolitan planning processes sufficient to evaluate the work of advanced professionals, assure work quality and continually improve work processes. The position is required to coordinate plans and activities among agencies and programs with competing and/or conflicting priorities, goals and objectives. Employees in this class have complete freedom to act within the internal external controls implied by various agency policies and applicable state and federal law and/or guidelines.

EXAMPLES OF WORK

(A position may not include all of the work examples given, nor does the list include all that may be assigned.)

Lead, coordinate and conduct large and/or complex planning studies; develop long-range transportation plans, planning studies, programs or alternatives. Determine issues/objectives and analytical approach/methodologies on transportation planning projects with federal, regional and/or statewide scope; coordinate state and federal regulations with metropolitan initiatives and district/division plans, programs, and goals.

Organize and lead the public involvement process; coordinate and monitor communication of complex and/or controversial planning projects or outcomes with local citizens, interest groups, and/or staff from federal, state or local units of government; prepare and deliver presentations on the objectives, methods and recommendations of plans and studies.

Establish, develop and recommend policy, goals, objectives and guidelines related to transportation planning studies and programs; coordinate goals among modes and between states, regions, metropolitan areas, districts and local units of governments; establish, develop and recommend performance measures; participate as a leader and member of various internal and external committees; represent the agency on a local, regional and national level; interpret and integrate goals and policies of other federal, state, regional and local agencies related to transportation.

Administer and manage federal and/or state planning funds and budgets; identify program objectives and appropriate planning activities in relation to funding available; monitor and evaluate funding plans and expenditures in relation to fulfillment of project or program requirements; monitor and interpret state and federal law, rules and guidance relating to adherence to funding and program requirements.

Provide leadwork to professional planning and program staff, monitor and report on work performance of employees and contractors; determine compliance with established timetables and quality standards; set work priorities and schedules, assign tasks, guide and evaluate progress to ensure timely and accurate completion of work; document and communicate employee performance and production levels to managers while applying departmental guidelines and objectives and following appropriate contract provisions, rules and regulations.

Monitor existing conditions and transportation system trends; facilitate/participate on internal, local/regional/national issue and planning teams, workgroups and committees to review and interpret trends; monitor social, economic and travel trends; recommend, develop and monitor performance measures to assess conditions and identify future needs of the transportation system and/or programs within the system; recommend and evaluate actions and strategies for addressing needs.

Provide technical expertise and consultation to determine data needs and identify new and existing data sources for the development and evaluation of plans, programs and studies; analyze data to develop findings, conclusions and recommendations; develop and/or recommend research instruments and analytical models for plans, planning studies, and projects; develop and recommend guidelines/criteria used in determining project and program data priorities.

Conduct transportation planning studies; develop study goals and objectives, work plan and schedule; develop methodology for special studies and projects, including research and data collection methods; develop teams for study implementation, monitor and direct work performed; develop and implement public participation plans and strategies; develop and make presentations on study process and results; make recommendations to management and other agencies based on study results.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

State and federal laws, policies, rules and regulations sufficient to evaluate and interpret impact on transportation studies, plans and planning projects.

Planning theory, principles, methods and techniques sufficient to lead and manage major statewide and/or regional plans.

Principles and practices of transportation planning sufficient to assign and evaluate the work of professional staff, ensure work quality and continually improve work processes.

Data collection, analysis and reporting methods sufficient to establish and manage data and information sharing procedures to provide meaningful data to management, various agencies and the public.

Principles and practices of research and analysis sufficient to direct and formulate study design and methodology and determine acceptability and/or reliability of outcomes or conclusions.

Ability to:

Build consensus and/or reach informed consent among/between diverse agencies or groups with varied and/or conflicting goals.

Design work plans and direct implementation of major planning projects or studies sufficient to accomplish the goals and objectives of the program.

Use advanced statistical tools to conduct qualitative and quantitative analysis sufficient to identify comparables, provide alternatives, measure compliance and evaluate program results.

Establish and maintain effective working relationships with public officials and planning groups so that the planning process is facilitated and relevant agency goals and objectives are met.

Skill in:

Statistical data and trend analysis sufficient to identify, interpret and monitor statewide, regional, corridor and project-specific issues.

Written communication sufficient to organize information from diverse sources and prepare comprehensive transportation plans.

Oral communication sufficient to present complex and/or controversial information to diverse audiences.

Est: 02/15

Rev.:

T.C.:

Former Title(s):