



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: TRANSPORTATION PROGRAMS PLANNER

DEFINITION: Under direction, conducts transportation planning and programming activities related to the City's traffic and transportation activities.

REPORTS TO: Transportation Programs Officer, Public Works

EXAMPLES OF DUTIES:

- Manages or assists in the management of transportation projects, programs and funds;
- Prepares or assists in the preparation of specific components of scopes of work, financial plans, schedules, contracts and agreements;
- Conducts or assists in evaluation and development of strategies on transportation and funding issues;
- Conducts or assists in the analysis of regulatory (e.g., Congestion Management Program) and legislative (e.g., proposed State transportation bills) issues;
- Develops applications for funding of various traffic and transportation projects and programs;
- Assists in the review/analysis of regional transportation studies/issues pertaining to outside agencies such as SCAG, LACMTA, Caltrans and USDOT;
- Administers cooperative agreements and Memorandums of Understanding with various agencies, and prepares required reports;
- Collects, develops, analyzes various types of data for use in transportation plans and transportation funding reports;
- Prepares comprehensive reports, correspondence and presentations;
- May represent the City at outside agency meetings;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Bachelor's degree-Business, Public Administration, Urban or Transportation Planning, Operations Research, Political Science, Engineering or related field, and two years of experience in transportation planning or related field. A Master's degree in a transportation planning/engineering field may substitute for one year of the required experience.

DESIRABLE QUALIFICATIONS:

Knowledge of theories, principles, and practices of transportation planning and applicable laws, rules, and regulations governing transportation policies and funding sources for a public agency.

HISTORY:

Approval/Adoption Dates: 06/21/06