



JOB TITLE:	Associate/Associate II Transportation Planner	
FLSA STATUS:	Non Exempt	
REPORTS TO:	Transportation Team Leader	
MANAGER:	Senior Transportation Planner	
GRADE LEVEL:	11	12
SALARY RANGE:	\$48,868 - \$55,959	\$52,777 - \$67,555
HIRING RNAGE:	\$48,868 - \$56,686	\$52,777 - \$61,222

ESSENTIAL FUNCTIONS:

Coordinate and support a range of intermediate level responsibilities within the Transportation Team. Including technical support related to transportation programming and project tracking, transportation planning, project management, board and committee support, and internal administrative tasks.

POSITION SPECIFIC RESPONSIBILITIES:

1. Assist in the development and updates of State and Federal programming documents, including the State Transportation Improvement Program (STIP) and Federal Transportation Improvement Program (FTIP).
2. Assist in the administration of CMAQ, RSTP and other related regional funding distribution processes.
3. Assist in tracking programmed transportation projects and their related funding sources to ensure timely delivery of projects.
4. Assist with grant writing and management.
5. Research and track state and federal legislation as it relates to transportation programming and planning.
6. Develop and maintain a database to assist in the tracking and development of transportation projects.
7. Assist in the coordination of transportation projects in the Regional Transportation Plan and Transportation Improvement Programs and integration with the TRPA Environmental Improvement Program and TRPA Regional Plan update.
8. Assist in the development of Requests for Proposals and management of transportation related consultant contracts and projects as assigned.
9. Participation with the development of regional plans and studies, including bicycle and pedestrian, transit, and highway projects.
10. Participation with various public stakeholder groups and advisory committee's.
11. Assist in the development of advisory body agenda's and staff summaries.

KNOWLEDGE/SKILLS:

- Must have BA or BS degree in regional planning, transportation planning, geography, public administration or related field; minimum two years related experience;

- Possess knowledge of state and federal transportation planning and programming requirements;
 - Possess knowledge of state and federal funding programs;
 - Have effective oral and written communication skills;
 - Have organization and time management skills;
 - Ability to work independently and as a team member;
 - Ability to conduct public presentations;
 - Possess strong public relations skills;
 - Proficient in Microsoft Office (Word, Access, Excel);
 - Having working knowledge of TRPA thresholds standards (desirable);
 - Have knowledge of Geographic Information Systems (desirable);
 - Have knowledge of database development (desirable)
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ANALYSIS:

Grade 11/12: Gathers and interprets data dealing with complex problems and situations. Requires some mathematical analysis.

DECISION MAKING:

Grade 11/12: Utilizes own judgment and own interpretation of general agency guidelines when making decisions. Suggests non-standard decisions to senior management.

PROJECT MANAGEMENT:

Grade 11: Manages a mid-size project and/or program with moderate to high complexity. May include complex multi-agency issues.

Grade 12: Manages a large project and/or program or multiple mid-size projects/programs with high complexity and controversy, including threshold issues and many complex multi-agency and public relations issues.

COMMUNICATION LEVEL:

Grade 11: Requires ability to communicate detailed information either verbally or in writing. May make public presentations concerning project issues and recommendations.

Grade 12: Requires the ability to make persuasive verbal or written presentations on complex issues in a variety of forums.

WORKING CONDITIONS/PHYSICAL EFFORT:

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| 1. Office environment | 4. Driving an Agency vehicle |
| 2. Bending, stooping | 5. Field work, attending meetings off-site |
| 3. Using office equipment, key board | |

AGENCY BENEFITS:

Agency staff members receive 27 days of Paid Time Off (PTO), paid medical, dental, vision and life insurance plan; and membership in Agency retirement plan.

APPLICATION PROCEDURE:

Any qualified person interested in this position should submit their resume and a letter of interest to Michele Chouinard, Tahoe Regional Planning Agency, P. O. Box 5310, Stateline, Nevada, 89449 by 5:00 p.m. on September 5, 2008.