

DIRECTOR OF TRANSPORTATION PLANNING

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position is responsible for planning, organizing and directing the activities of the Binghamton Metropolitan Transportation Study central staff, a unit of the Department of Planning and Economic Development. The incumbent directs policy and program development, data gathering, analysis and review activities; the incumbent also develops and tests new methods for planning studies and project implementation and assures compliance with the Federal transportation planning law. Supervision is exercised over the Traffic Engineer, Senior Transportation Planners, Transportation Analyst, Transportation Planner and administrative support staff. The work is performed under the administrative supervision of the Commissioner of Planning and Economic Development and under the technical supervision of the BMTS Planning and Policy Committees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Under the general direction of the Commissioner of Planning and Economic Development:

Plans, schedules, and assigns work to staff;
Reviews work in progress and upon completion for adherence to objectives, policies and guidelines;
Oversees all financial activities of BMTS;
Develops annual budget and grant proposals;
Monitors conformance with grant requirements and budget limitations;

Under the general direction of the BMTS Planning and Policy Committees:

Establishes project and program priorities;
Oversees compliance with federal transportation planning law and regulation, including the development of required elements: Unified Planning Work Program, Transportation Improvement Program, and Regional Transportation Plan;
Provides direct staff support to the BMTS Policy Committee and BMTS Planning Committee;
Prepares recommendations on transportation policies, projects and project elements;
Designs study and survey plans, including developing objectives, defining parameters, selecting methods of analysis, and scheduling projects and completion dates;
Develops and applies procedures and methods to identify and quantify impact of transportation alternatives on economic, social, environmental and other factors;

Supervises and performs complex studies of multi-mode transportation plans and projects;
Supervises regional travel demand forecasting and modeling and GIS development activities;
Directs the development, implementation and maintenance of data inventory, collection and analysis systems, including supporting documentation;
Serves as liaison with federal, state, regional and local transportation agencies;
Consults with staff and/or elected officials of federal, state, and local governments and regulatory authorities concerning transportation policies, issues, and projects;
Attends hearings, conferences and meetings and makes presentations about transportation studies and issues.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, procedures and techniques used in transportation planning, and project development and evaluation;
Thorough knowledge of the methods and procedures used in research analysis and planning;
Thorough knowledge of statistical and information collection, manipulation and analysis techniques, procedures and methods;
Thorough knowledge of agency program operations, policies, goals and objectives;
Thorough knowledge of techniques used to evaluate transportation safety, financing and regulations as well as social, environmental and economic impact;
Thorough knowledge of laws, rules, regulations, policies and procedures governing the transportation planning program;
Good knowledge of governmental budgeting procedures;
Ability to plan, supervise and evaluate the work of others;
Ability to establish programs and project priorities;
Ability to communicate effectively both orally and in writing;
Ability to establish and maintain effective work relationships with others;
Ability to draw conclusions, identify important findings, forecast trends, and select approaches consistent with findings.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in civil engineering, transportation engineering, transportation

planning, urban planning, geography or closely related field and three years of transportation planning/engineering experience; OR

- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in civil engineering, transportation engineering, transportation planning, urban planning, geography or closely related field and four years of transportation planning experience; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

R398 04/13/15

COMPETITIVE