



**TITLE:** Transportation Planner  
**DEPARTMENT:** Planning & Community Development (P&CD) Division  
**FLSA STATUS:** Full Time Non-Exempt  
**CLASS:** P-1

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#### **JOB RELATED BEHAVIORAL COMPETENCIES:**

A “Competency Library” (document) serves as a source of definitions and as a guide for competencies necessary for successful job functioning in the position of Transportation Planner. Cooperatively with the Director, Planning & Community Development, pertinent competencies-specific behavioral indicators are then selected for the position of Transportation Planner. These will serve, in part, as the basis for performance evaluation.

#### **OVERALL PURPOSE OF JOB:**

This position is responsible for providing support to the Commission’s transportation initiatives, and offering GIS services and support to the Commission as well as the region’s local governments and non-profit organizations. This position is also responsible for assisting with the implementation of the PennDOT Local Technical Assistance Program (LTAP).

#### **ESSENTIAL FUNCTIONS OF JOB: (other duties may be assigned)**

##### **1. Assists with SAP&DC Transportation Programs.**

###### PERFORMANCE MEASURES

- Provides GIS and mapping assistance as needed to support transportation-related GIS analysis, mapping, product production, and related planning activities.
- Provides planning and technical assistance to support activities related to the implementation of the Unified Planning Work Program (UPWP) and Supplemental Planning activities.
- Attends related training and professional development activities and workshops.

##### **2. Assists with SAP&DC GIS Programs.**

###### PERFORMANCE MEASURES

- Assist the Transportation & GIS Program Manager in operating and maintaining the Commission’s GIS system to support GIS analysis, mapping, product production, and related planning activities to support the Commission activities and outside local government and non-profit organizations.

- Create and maintain GIS datasets and manage geodatabases, and contribute content to SAP&DC's ArcGIS Online website as needed.
- Provides professional and technical GIS assistance to local governments and non-profits, including map creation, large format printing, and data requests.
- Ensures that all assistance is consistently and accurately logged in the GIS requests tracking database.
- Attends related training and professional development activities and workshops.

**3. Coordinates the Local Technical Assistance Program (LTAP) as a Component of the Unified Planning Work Program Under Contract with PennDOT.**

- Conducts outreach and marketing to include writing press releases and newsletter articles, placing strategic phone calls, and developing and distributing information to the regions local governments via e-mail and hardcopy.
- Presents information at municipal events and meetings in an effort to promote the services offered through LTAP.
- Coordinates with the Pennsylvania State Association of Township Supervisors (PSATS), PennDOT, and Blair and Cambria County Planning Commissions to schedule courses and reserve meeting facilities.
- Conducts regular surveys of the region's municipalities to determine interest in course offerings and locations.
- Ensures that proper course cancellation procedures are implemented in the event of inclement weather or low course registration.
- Attends all scheduled training courses, technical assistance events, and other LTAP related meetings as requested.
- Prepares and submits all required reports accurately and on time.

**4. Assists with the implementation of the Linking Planning & NEPA Process.**

PERFORMANCE MEASURES

- Assists in entering projects and corresponding information into PennDOT's Linking Planning & NEPA (LPN) system pertaining to Southern Alleghenies RPO's Transportation Improvement Program, Twelve Year Plan, and Long Range Transportation Plan.
- Consults with appropriate SAP&DC, PennDOT, and county staff, along with project sponsors to ensure project information is complete and accurate in the LPN system.

**5. Participates in Committee Activities.**

PERFORMANCE MEASURES

- Participates in meetings and activities of the SAP&DC GIS Users Group (GUG).
- Ensures the timely and accurate completion of all GUG documentation including correspondence and agendas.
- Participates in all Rural Transportation Technical Committee (RTTC) and Rural Transportation Coordinating Committee (RTCC) meetings.

**6. Meets Attendance Requirements.**

PERFORMANCE MEASURES

- Consistently reports to work as scheduled or uses appropriate call-in procedures for obtaining approval for time off.
- Consistently reports to work, meetings, and other business appointments on time and prepared.
- Achieves a healthy balance between work and personal life.

**OTHER DUTIES OF JOB:**

1. Represents the Commission at various functions as requested.
2. Presents information to the SAP&DC Board of Directors and other groups, as requested.
3. Participates in professional associations as required.

**SUPERVISION RECEIVED:**

Supervision is typically received from the Transportation & GIS Program Manager.

**SUPERVISION ADMINISTERED:**

This position does not require the supervision of staff.

**MENTAL DEMANDS TYPICAL OF THIS POSITION:**

Ability to manage multiple projects/tasks, utilize creativity, ability to adapt to a constantly changing work environment, maintain a high level of record keeping. Routine paperwork, provide close attention to detail, ability to work under high pressure for results, meet frequent deadlines, and work closely with others.

**PHYSICAL DEMANDS TYPICAL OF THIS POSITION:**

**Constantly Incurred (More than 75% of time on job)**

Ability to sit, Repetitive finger movement

**Frequently Incurred (Between 25% - 75% of time on job)**

Ability to stand, Ability to walk

**Occasionally Incurred (Less than 25% of time on job)**

Ability to lift (light, maximum 50 lbs.)

**WORKING CONDITIONS TYPICAL OF THIS POSITION:**

**Frequently Incurred (Between 25% - 75% of time on job)**

Ability to participate in same day in-district and/or overnight out-of-town travel for meetings and conferences using a personal or rented vehicle.

**Occasionally Incurred (Less than 75% of time on job)**

Ability to work overtime as necessary.

**PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:**

This position typically involves general office working conditions and occasionally involves visiting project sites that may require the use of personal protective equipment such as protective hearing and eyewear or a helmet.

## **QUALIFICATIONS:**

### **Education**

Bachelor's Degree in planning, GIS, geography, public administration or related discipline. A focus in urban and regional planning and public administration is preferred as well as completion of a GIS Certificate Program.

### **Experience/Training**

Minimum one year experience in transportation planning, GIS, or related discipline. Minimum one year experience working with ArcMap, including collecting, creating, and editing GIS information. Public involvement or local government experience preferred.

## **KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:**

### **Problem Solving Skills**

Troubleshoots or takes initiative to solve problems.

### **Communication Skills**

Clearly and consistently verbally communicates priorities.

Utilizes appropriate grammar, punctuation, and accuracy in written correspondence, manuals, or publications.

### **Math Skills**

Performs accurate basic mathematical functions such as measurement, addition, subtraction, multiplication, and division.

### **Computer Knowledge**

ESRI ArcGIS Software 10.x or higher

Global Positioning Systems (GPS)

Microsoft Office Products

Internet/E-mail

### **Other Characteristics**

Ability to exercise discretion and independent judgment in making decisions.

Ability to draw upon education and training.

Documentation and observation skills.

Strong organizational skills.

Ability to follow established confidentiality policy.

Ability to follow established safety standards.

Ability to use various office equipment, i.e., copier, fax, shredder, printer, etc.

Ability to use a large format printer.

Ability to communicate effectively in written and oral media.

Strong attention to detail and accuracy.

Ability to follow established standards and procedures.

This job description does not list all the job duties. Occasionally, supervisors or managers may ask you to perform other instructions and duties. Your evaluation is based in part upon your performance of the tasks listed in this job description and these other duties.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the Commission may terminate employment at any time, for any reason.

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Signature of Employee

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Date

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Signature of Supervisor/HR Representative

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Date

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Executive Director

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Date

Date Prepared/Revised: February 2015