



Senior Transportation Analyst

JOB DESCRIPTION

Performs a variety of complex transportation planning, research, and intergovernmental relations activities. Develops, organizes and coordinates the work program for a specific transportation planning program area with a particular focus on the regional Transportation Improvement Program (TIP) and the delivery of transportation investments funded by PSRC's Federal Transit Administration and Federal Highway Administration funds. Performs complex technical research and analysis. Provides lead staff support to advisory committees.

REPORTING RELATIONSHIP

Reports to a Principal Planner, Program Manager, or Director.

SUPERVISION EXERCISED

May provide full leadership support and supervisory responsibility to professional planning staff.

STATUS AND DISTINGUISHING FEATURES

This position is considered exempt under the Fair Labor Standards Act and therefore is not eligible for overtime pay. The level of this position is equivalent to that of a Senior Planner. Senior Planner classification is distinguished from the Associate Planner classification by participation in policy formulation and evaluation, and intergovernmental relations activities within his/her area of expertise or program area, and/or by the responsibility to serve as lead over other professional staff. Incumbents in this class are recognized as technical specialists in a special program or functional area.

ESSENTIAL FUNCTIONS

The examples of essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.

- Oversees the routine process of amending the Regional Transportation Improvement Program (TIP).
- Assists with development of policy and programming recommendations for regionally managed federal funds.
- Provides project delivery support including monitoring timely use of fund deadlines and assisting project sponsors with technical, planning, and administrative issues.
- Performs other tasks intended to facilitate project implementation and preservation of discretionary funds for the region.
- Prepares reports covering complex technical analyses of various planning issues. Prepares policy recommendations based upon technical analyses.
- Presents study results and recommendations to technical advisory committees. As lead staff support, provides organizational assistance, research, and materials for committees. Develops special reports as requested.
- Represents the agency at meetings and provides technical expertise on planning issues to the public and member agencies. Communicates the impact of specific plans to local agencies, community groups, businesses, and others.
- Assists in preparation of the agency's work program. Identifies, develops, and conducts transportation planning work programs and projects. Coordinates with staff to assure timely completion.
- Remains current on public policy, planning strategies, and legislation related to regional planning issues.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS: KNOWLEDGE, SKILLS, AND ABILITY

- In-depth knowledge of transportation planning research methods and techniques.
- Ability to organize and conduct transportation planning studies independently.
- Ability to work effectively with other agency staff and the general public.
- Ability to communicate effectively both orally and in writing.
- Ability to develop, organize and coordinate major research studies.
- Ability to serve as a lead over other professional staff.
- Knowledge of current trends in federal, state and local planning.

MINIMUM QUALIFICATIONS: EXPERIENCE AND TRAINING

- Bachelor's degree in planning, engineering, or related field.
- Four years increasingly responsible experience in transportation planning, regional planning, or public administration.
- Or, any combination of education and experience that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment and the ability to sit and to use a computer for significant periods of time.
- This person must speak clearly using the English language to accurately convey information and be able to hear at normal speaking levels both in person and over the telephone.
- Vision correctable to 20/40 is required to review written material.
- Generally good working conditions with little or no exposure to extremes in noises, temperature.
- Little or no safety or health hazards.
- Minimal lifting or climbing.
- Work performed in an office setting.