

TRANSPORTATION ANALYST / I-TCTC

TOMPKINS COUNTY

Department Planning

Classification Competitive

Labor Grade M (13)

Approved _____

Revised _____

By AF, Commissioner of Personnel

BBP Risk Factor _____

DISTINGUISHING FEATURES OF THE CLASS:

This is mid level position exists in the Ithaca-Tompkins County Transportation Council (I-TCTC). The incumbent will be responsible for problem definition, development of goals and objectives, evaluation of alternatives, and development of detailed program recommendations. The duties of the Transportation Analyst position also include such administrative functions as providing support staff to the T-TCTC committees, advisory subcommittees, and during public meetings. The position requires a high degree of autonomy and independent judgment in the performance of work assignments. The ability to meet extremely tight deadlines is required. Dut to a high level of contacts with County officials, various appointed/elected officials and members of the public, considerable interpersonal skills are required. The work is performed under the general supervision of the Transportation Planning Director. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assembles, organizes, analyzes and presents relevant planning data for use in projecting tasks utilizing support staff where necessary;

Assists in the development of the unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), scopes of services, and the Long-Range Transportation Master Plan for the I-TCTC Planning Area;

Prepares reports documenting technical, administrative and informational activities;

Participates in, or may have the lead role in, presentations made to public officials, technical committees, and other general public with the purpose being to provide and/or elicit information;

Performs general research on a wide range of topics, including demographic and socio-economic information, land-use development issues and law, transportation planning and regulation, cost-benefit analysis and energy planning;

Attends meetings and seminars in the Transportation Planning Director's absence;

Uses a computer to run transportation modeling software, access Geographic Information Systems (GIS), and to perform word processing and spreadsheet functions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough working knowledge of the principles and practices of transportation planning;

Thorough knowledge and understanding of the qualitative methods of analysis, survey design and conduct, and demand forecasting;

Thorough understanding of the relationship between transportation, land use, social, economic and environmental factors;

Strong working knowledge of computer applications relative to land use and transportation planning activities, including GIS;

Strong ability to develop clear and concise oral and written reports;

Ability to understand and interpret oral and written instructions;

Ability to establish and maintain a good rapport with the County department, elected/appointed officials, and the general public;

Dependability, initiative, sound judgement and tact are required;

The candidate's physical condition shall be commensurate with the demands of the position.

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TRANSPORTATION ANALYST (CONTINUED)

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Transportation Planning, City or Regional Planning, Traffic or Transportation Engineering, or a related field **AND** one year of professional transportation planning experience with a public or private planning, engineering, architectural or similar agency engaged in transportation planning; **OR**
- (b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in Transportation Planning, City or Regional Planning, Traffic or Transportation Engineering, or a related field **AND** three years of professional transportation planning experience with a public or private planning, engineering, architectural or similar agency engaged in transportation planning; **OR**
- (c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

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