

SENIOR TRANSPORTATION ANALYST

DEFINITION

Under general direction, directs and performs complex transportation planning and infrastructure development analysis and review tasks.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

The Senior Transportation Analyst prepares requests for proposals for transportation studies; reviews traffic and public infrastructure studies including site plans and Environmental Impact Reports for public and private development projects; facilitates interagency project reviews and creates and maintains automated land use related databases. Conducts research, analyzes data, writes transportation and private development reports; presents report findings to City Council, Planning Commission, interdepartmental or other public meetings as assigned. Supervises technical and professional support staff. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a single position classification in the Development Engineering section, which supervises technical and professional staff and assumes responsibility for section activities in the absence of the Transportation Manager.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of progressively responsible professional experience in transportation planning, including one year in a supervisory capacity. Graduation from an accredited four year college or university with a degree in engineering, transportation planning, or a related field with major coursework in transportation planning, may be used in combination with experience to meet the minimum qualifications.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Modern principles, practices and techniques of transportation planning; fundamentals of traffic engineering, land use planning and site plan review; applicable air quality and environmental laws and regulations; statutes controlling general plans; principles and practices of subdivision design; research methods and techniques to survey, collect and analyze data related to public infrastructure finance and development; principles and practices of supervision.

Ability to: Analyze data and information and make sound recommendations; read and interpret laws and regulations and apply them appropriately to specific cases; read and evaluate development plans and specifications, and recommend changes to comply with specific statute, code, and/or environmental requirements; communicate clearly and concisely both orally and in writing; prepare comprehensive reports; prepare and deliver effective oral presentations to City Council, Planning Commission and citizens' groups; develop and maintain effective working relationships with developers, contractors, architects, engineers and other city employees; deal effectively with stressful and/or confrontational situations requiring tact, diplomacy and persuasion; provide effective supervision to subordinate technical and support staff.

SPECIAL REQUIREMENT

Possession and retention of a valid California Driver's License throughout tenure in this classification.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is an excellent communicator who builds positive working relationships and coordinates effectively all assigned functions with appropriate public agencies, private firms and other employees to promote the best interests of the City and its residents. This knowledgeable self-starter is an effective problem solver, who manages competing priorities well within strict timelines. An experienced supervisor, this individual recognizes the value of quality teamwork, and encourages and prepares subordinates for greater responsibility.

Class title change from Transportation Analyst per Council Resolution No. 2002-092,
effective 11-18-02

Class Specification Prepared and Approved: 12/90
Revised: 7/92