

# STATE OF MONTANA JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

## Job Title: Transportation Planner

**Position Number: 05032, 05038, 08007, 08010, 13005, 13011, 13012, 13015, 13017, 26004, 26008, 26021, 26047, 26065, 26066, 33210, 33214, 36102, 36103, 36104, 36108, 36111, 36114, 36117**

## Location: Helena      Department: Transportation

## Division: Statewide Planning & Modal Operations

## **Section: Statewide Planning; Modal Systems, Publications & Modeling; Behavioral Safety Strategy & Coordination; Transit**

## Job Overview:

These positions are responsible for performing professional-level tasks in support of MDT's Statewide Planning & Modal Operations programs. Tasks include researching compliance with federal and state laws for plans, programs, and projects; research, analysis, and interpretation of federal and state laws, guidelines, and agency policies; analyzing transportation-related data; program and project development, management, tracking, monitoring, and documenting; performing analysis using a variety of data sources; conducting planning studies; inter-agency and external coordination; and performing a variety of other duties as assigned. May serve as a lead employee of various projects. These positions report to a section supervisor and do not supervise others.

### **Essential Functions (Major Duties or Responsibilities):**

## Planner 4

## Transportation Planning Services - 50%

- Coordinates and delivers transportation planning services supporting MDT's five transportation districts and statewide needs.
- Monitors and evaluates major MDT projects to ensure that transportation planning considerations are incorporated into project planning and implementation and recommends modifications as appropriate.
- Provides consultation and technical assistance to ensure compliance with federal and state laws, regulations, and policies.
- Coordinates with local officials regarding federal and state funding and priorities.

- Assists local officials in identifying priorities
- Conducts cooperative planning sessions for reviewing, analyzing, and updating plans, programs and practices resulting from changing rules and regulations.
- Represents the bureau chief and/or section supervisor at meetings and keeps section supervisor, bureau chief, and division administrator informed of local planning issues.
- Develops funding agreements, MOUs, and contracts with local governments, developers, other agencies and entities to define roles, responsibilities, and funding commitments for various multimodal programs, special transportation studies and projects, and research projects.
- Writes and coordinates review of requests for proposals, scopes of work, and contracts
- Manages various transportation planning programs, processes and projects.
- Performs risk management and mitigation, provides issue resolution and escalation as needed and appropriate.
- Responsible for programs and/or projects through entire life cycle of project or program.
- Coordinate stakeholders, public relations and information dissemination activities
- Participate in public meetings and communicate complex concepts and information in an easily understood manner.
- Facilitate resolution to issues.
- Evaluates impacts and consequences of transportation projects, programs, proposals on safety and operations of Montana's transportation system and/or programs.

## **Research and Analysis - 40%**

- Researches and analyzes transportation data to establish baseline data for the development of forecasts, models, and other analysis.
- Analyzes and evaluates data to determine relevant factors affecting the interrelationships between transportation planning, programs, projects and development.
- Evaluates the nature and availability of baseline data, research objectives and parameters, and related project priorities
- Conducts and coordinates transportation planning, analysis and research in response to needs and priorities of the division, MPOs, Agency or external stakeholders
- Researches and writes technical reports and planning documents to meet agency needs.
- Critically reviews and evaluates MDT planning activities to ensure consistency with federal and state requirements.
- Research and monitors legislation and regulations at the federal and state level.
- Evaluates eligibility guidelines, funding mechanisms, reporting requirements, and other factors to recommend funding opportunities.
- Develop position papers, reports, studies, special reports requested by the Legislature or for other agency needs.
- Research, analyze and manage financial data.
- Lead and direct high-priority projects/programs which often require considerable resources and high level of functional integration across multiple divisions and/or agencies.

## **Other - 10%**

- Performs technical and other work as assigned by the supervisor, bureau chief, and Operations Manager.

## **Planner 5**

### **Transportation Planning Services - 50%**

- Coordinates and delivers transportation planning services supporting MDT's five transportation districts and statewide needs.
- Assesses the needs and objectives of local planning officials, district personnel, and other MDT staff.
- Research and independently develop strategies to meet the varied needs of stakeholders
- Acts as the planning liaison with local government agencies, developers or multi-agency projects, programs and committees, speaks on behalf of MDT in formal settings, and gives guidance on department processes and federal program regulations.
- Monitors and evaluates major MDT projects to ensure that transportation planning considerations are incorporated into project planning and implementation and recommends modifications as appropriate.
- Provides consultation and technical assistance to ensure compliance with federal and state rules, regulations, policy and processes.
- Manages funding programs and coordinates with local officials regarding federal and state funding and priorities.
- Assists local officials in identifying priorities.
- Represents the bureau chief and/or section supervisor at internal and external meetings and committees, and keeps the section supervisor, bureau chief, and division administrator informed of local planning issues
- Takes the lead role in negotiating contracts and agreements, and develops draft funding agreements, memorandums of understanding, and contracts with local governments or other external partners
- Writes and coordinates review of requests for proposals, scopes of work, and contracts for services that require consultant services
- Manages the consultant selection process
- Administers consultant services contracts for transportation planning efforts.
- Manages various transportation programs and projects.
- Develop, track, monitor and report, as well as assemble disparate information, critical analysis, advocate program strategies and processes, and implementation.
- Research, analyze, and manage financial data.
- Performs risk management, mitigation, and provides issue resolution and escalation.
- Coordinate stakeholder, public relations and information dissemination activities.
- Participate in public meetings and communicate complex concepts and information in an easily understood manner.
- Facilitate resolution to issues.

- Manage and direct consultant contracts to ensure MDT's mission, vision, goals and fiscal responsibility are met in a timely manner and that work complies with standards and agreements.
- Establish and adjust project priorities, negotiate and establish deadlines, and review of work products to determine the overall adequacy of the approach, concept, and technical adequacy of the information.

### **Research and Analysis - 40%**

- Researches and analyzes data and information to establish a baseline for the development of forecasts, models and other analysis.
- Analyzes and evaluates data to determine relevant factors affecting the interrelationships.
- Research prepares recommendations and conclusions and provides guidance to lower level planners.
- Develops methods and procedures to analyze and forecast impacts of multiple scenarios, policy proposals and proposed projects.
- Evaluates the nature and availability of data, research objectives and parameters, and relative project priorities
- Conducts and coordinates transportation planning analysis, studies or other agency proposals or studies in response to needs and priorities of the division and agency.
- Analyzes and evaluates technical memoranda and reports.
- Develops and presents specific recommendations for plans, projects and programs.
- Interprets and applies economic, population, land uses, and traffic projections.
- Critically reviews and evaluates MDT planning activities to ensure consistency with federal and state requirements.
- Research and monitors legislation and regulations at the federal and state level.
- Evaluates eligibility guidelines, funding mechanisms, reporting requirements, and other factors to create and recommend funding opportunities.
- Develop position papers, reports, studies, special reports to meet the division's needs.

### **Other Duties - 10%**

- Performs technical and other work as assigned by the supervisor, bureau chief, and Operations Manager.

### **Supervision:**

The number of employees supervised is: n/a

The position number for each supervised employee is: n/a

### **Physical and Environmental Demands:**

- Works in a typical office environment.

- Lifting less than 25 pounds.
- Occasional travel within the state.

### **Knowledge, Skills and Abilities (Behaviors):**

- Establish productive, collaborative working relationships with co-workers, management, and customers.
- Proactively engage in training and discussions to expand awareness of how the position supports the department's mission.
- Ability to make appropriate decisions on work without guidance from supervisor.
- Provides guidance and assistance to level 2 & 3 Planners.
- Knowledgeable and adherence to policies, procedures, rules, and laws that govern daily work activities.
- Self-accountability for activities, decisions, successes, and failures.
- Creative and forward-thinking problem solver.
- Able to coordinate several activities at once.

### **Minimum Qualifications (Education and Experience):**

#### **Planner 4**

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a Bachelor's Degree in Economics, Planning, Business Administration, or a related field.

This position requires a minimum of 1 year of directly related experience.

#### **Planner 5**

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a Bachelor's Degree in Economics, Planning, Business Administration, or a related field.

This position requires a minimum of 2 years of directly related experience.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

**Special Requirements:**

<input type="checkbox"/> Fingerprint check	<input checked="" type="checkbox"/> Valid driver's license
<input type="checkbox"/> Background check	<input type="checkbox"/> Other; Describe

MFPE Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Transportation Planner 2      Job Code Number: E39012**

**Job Code Title: Transportation Planner 3      Job Code Number: E39013**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

<input type="checkbox"/> FLSA Exempt	<input checked="" type="checkbox"/> FLSA Non-Exempt
<input checked="" type="checkbox"/> Telework Available	<input type="checkbox"/> Telework Not Available
<input type="checkbox"/> Classification Complete	<input type="checkbox"/> Organizational Chart attached

**Human Resources:**

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<b>Signature</b>	<b>Title</b>	<b>Date</b>
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