

SNOHOMISH COUNTY JOB DESCRIPTION
TRANSPORTATION PLANNING COORDINATOR

Spec No. 3165

BASIC FUNCTION

To perform professional transportation planning assignments and to lead other planners in performing transportation assignments.

STATEMENT OF ESSENTIAL DUTIES

1. Schedules, assigns, leads and evaluates the work of three or more subordinate employees under the direction of a Supervisor; advises, assists and trains subordinates as necessary; participates in the selection of new employees, and makes recommendations regarding the hiring, discipline, transfer and termination of subordinate employees.
2. Leads countywide and sub-area transportation studies, needs assessments and related activities required to plan for the transportation system.
3. Leads and participates in the development and maintenance of demographic and socioeconomic data such as population and employment forecasts.
4. Leads the production of traffic assignments models; interprets and refines traffic forecasts; leads capacity analyses of current and planned road systems.
5. Leads and participates in the development and maintenance of computer hardware and software used for transportation modeling.
6. Develops comprehensive plan policies relative to long range transportation planning issues.
7. Acts as a technical resource and makes recommendations to the Public Works and Planning department staffs and Prosecuting Attorney's office on transportation related issues; coordinates operations with other agencies, departments and programs.
8. Develops and implements policies and procedures to ensure compliance with federal and state laws, regulations and guidelines and with county ordinances, policies and procedures.
9. Develops work programs and short and long range plans, for their section, for the consideration and approval of the supervisor; assists in the preparation of the annual budget proposal for their section.
10. Responds to inquiries from citizens, developers and consultants concerning issues, programs, studies and data related to transportation system planning and development.
11. Prepares the traffic impact portion of environmental impact statements.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

12. Prepares reports and recommendations to the Planning Commission, County Council, community groups and conducts or participates in public meetings and hearings to explain transportation plans or issues and solicit public input.

STATEMENT OF OTHER JOB DUTIES

13. May act as a planning expert witness in court, at state hearings boards, or other venues, on behalf of the department.
14. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

A bachelor's degree in planning or civil engineering with major course work in transportation planning; AND, five (5) of experience at a senior transportation planner level including one (1) year of lead or supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. A Master's degree in transportation planning is preferred.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.
Certification by the American Institution of Certified Planners (AICP) is preferred.

KNOWLEDGE AND ABILITIES

Knowledge of:

- supervisory principles and practices;
- principles, practices and techniques of transportation planning;
- current literature, trends and developments in transportation planning;
- federal, state and local laws, rules and regulations governing transportation planning and traffic engineering.

Ability to:

- lead, train and review the work of subordinate employees;
- read, interpret and apply transportation related laws, rules and regulations;
- utilize computers, transportation planning and demographic/mapping software and other transportation planning tools;
- gather, analyze, synthesize and evaluate a variety of land use, transportation and traffic data;
- work independently and organize the work load;

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- maintain effective working relationships with subordinates, public and private officials and the general public;
- critically analyze and resolve work related problems utilizing good judgment;
- communicate ideas, issues, technical reports and plans effectively both orally and in writing.

SUPERVISION

The employee reports to and receives direction from a Supervisor. The employee leads full-time or temporary employees. Independent judgment, initiative and action are required.

WORKING CONDITIONS

The work is performed in the usual office environment with frequent field trips to locations throughout the county for the purpose of attending community meetings and coordinating program activities. The employee is required to work evenings as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: May 1988 as Senior Transportation Planner

Previous Spec No. 442489

Revised and Retitled: December 1990 as Transportation Planning Supervisor

Revised: October 1991, June 2000

Revised and Retitled: April 2005 as Transportation Planning Coordinator

EEO Category: 2 - Professionals

Pay Grade: 245 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous