

SNOHOMISH COUNTY JOB DESCRIPTION
TRANSPORTATION PLANNING TECHNICIAN

Spec No. 3416

BASIC FUNCTION

To perform and coordinate a variety of technical transportation planning support activities and provide advanced technical engineering to support the capital improvement program for the Public Works Department. To coordinate and administer grant/loan applications.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists in researching requirements for various transportation-related projects and programs; assists in preparing, coordinating and administering the funding application process.
2. Develops and maintains data to accurately monitor and track revenues, expenditures, project statuses, payment vouchers, federal project obligations, and other key information. Prepares various reports related to transportation projects and/or progress as required to maintain funding sources.
3. Performs research for implementing major federal, state or local programs; drafts procedures and program standards for recommendation to Funding Coordinators; collects details and assists with various funding applications.
4. Serves as a liaison between county and outside funding agencies and groups; represents the county on technical committees and participates in meetings and discussions affecting funding applications and resolving any conflicts.
5. Assists in the administration of existing grant/loan contracts in accordance with all applicable county, regional, state, and federal regulations and guidelines; researches and gathers up-to-date information related to transportation and surface water funding requirements.
6. Prepares maps and exhibits utilizing the Geographical Information System (GIS) for various transportation related projects and programs.
7. Tracks, reviews, processes, analyzes, and adjusts data collected from a variety of sources for various transportation-related planning projects and programs.
8. Answers questions and provides technical assistance and information to county employees and the general public concerning a variety of programs and issues.
9. Assists in implementing approved transportation-related funding projects and programs.
10. Reviews and may recommend approval or disapproval on requests for additional funding and/or changes to projects/plans.
11. Assists with budget development of capital programs related to transportation planning.

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STATEMENT OF OTHER JOB DUTIES

12. May serve as support to funding coordinators and transportation specialists who serve on various technical advisory committees, commissions and other groups.
13. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in public administration, business administration, engineering technology, science, planning mathematics or related field; AND two (2) years of grant/loan funding, transportation planning or related experience; OR, any equivalent combination of education and experience which provides the skills, knowledge and ability necessary to perform the work. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of engineering and surveying
- mathematics, algebra, geometry and trigonometry
- funding sources and grant application and documentation procedures
- creating spreadsheets and databases , management of data, and report preparation
- research and data collection techniques
- state and federal laws and regulations related to transportation capital improvement projects and governmental agencies
- grant/loan administration practices and procedures

Ability to:

- interpret engineering plans, charts, graphs, and maps
- utilize computers and a variety of technical software related to transportation, mapping and other tools
- work independently and organize workload
- work accurately and complete tasks associated with large projects
- take initiative and be innovative in the performance of job duties
- communicate effectively with engineers, staff members and the general public
- prepare clear and concise spreadsheet and database reports
- gather, analyze and evaluate a variety of data

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SUPERVISION

Employee reports to and receives direction from a supervisor. Employee has some independence and work is reviewed to ensure adherence to instructions and conformance with established departmental and engineering standards.

WORKING CONDITIONS

Work is performed in the office or in the field in varying weather conditions. Office work will involve heavy use of a personal computer. Field work may include physical hazards from traffic at the work sites.

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: October 2018
EEO Category: 3 – Technicians
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 1501 Hazardous