

**MAJOR FUNCTION**

This is technical and professional work involving City, urban sector, neighborhood, county and regional transportation and comprehensive planning. This work is often computer assisted, requiring knowledge of various computer programs and applications. Work is performed under the supervision of a planning administrator who reviews the work for conformance with established standards and practices.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Provides staff services to the Capital Region Transportation Planning Agency (CRTPA), Tallahassee/Leon County Planning Department (TLCPD), City Commission, or Leon County Board of County Commissioners, and other assigned boards and groups. Provides a leadership role in transportation planning and analysis that may include bike/pedestrian, transit, automotive and airport location, design and functionality solutions to complex planning issues. Assists in the administrative development and update of the Long Range Transportation Plan, Comprehensive Plan, Sector Plans and Neighborhood Plans. Assists in ensuring that the daily operations of the Comprehensive Planning Division are efficiently maintained. Coordinates with the Florida Department of Transportation (FDOT); the City of Tallahassee, Leon County, and the Metropolitan Planning Organization (MPO). Assists in on-going coordinated departmental planning efforts in obtaining solutions to transportation, land use, social, and environmental issues and concerns. Exhibits clear understanding and knowledge of the FHWA (Federal Highway Administration) and the Florida Department Of Transportation (FDOT) modeling process and the Tallahassee-Leon County Comprehensive Plan, with emphasis on the Transportation Element requirements and FDOT standards. Performs related work as required.

CRTPA Mobility Coordinator: (In addition to the specific duties and responsibilities described below, job incumbents designated as Mobility Coordinator may be assigned any of the duties described above, as deemed appropriate.)

Leads the development, implementation and coordination of the Bicycle and Pedestrian Program for the CRTPA, including the planning for programs and projects associated with the Long Range Transportation Plan and ultimately the Transportation Enhancement Program and the Transportation Improvement Program. Coordinates the development of applicable bicycle/pedestrian policies and projects and their implementation with regional partners. Works with FDOT Central Office (Safety Office) and District III (Traffic Operations) Bicycle/Pedestrian Coordinators to disseminate design requirements, construction practices, and provides recommendations for low-cost improvements for routes that are used by bicyclists/pedestrians in the CRTPA Planning Area. Responds to citizen concerns/ complaints regarding bicycle/pedestrian issues associated with CRTPA programs. Performs related work as required.

**Other Important Issues**

Attends meetings of the City and County Commissions and meetings of appointed planning boards or committees. Participates in community involvement projects. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable technical knowledge of the transportation and comprehensive planning processes, including statistical analysis and spatial analysis for planning studies. Knowledge of the inter-relationships between planning and other physical and social planning activities. Ability to communicate effectively orally and in writing. Skills in transportation computer modeling. Skills in

graphic communications. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a master's degree in transportation engineering, transportation planning or a related field; or possession of a master's degree in urban planning, architecture, landscape architecture or urban design or a related field and one year of professional transportation planning experience; or an equivalent combination of training and experience.

Necessary Special Requirements

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment.

Established: 05-23-85

Revised: 04-04-88

01-25-90

10-20-92

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