



**FLSA Status: Exempt**  
**Risk code: 8810**  
**EEOC Code: 1**  
**Pay Cycle: Paid-to-Date**

**JOB TITLE:** Transportation Planner

**DEPARTMENT:** Rome-Floyd County Planning Department

**JOB SUMMARY:** This position serves as the chief transportation planner for the Rome Metropolitan Planning Organization. The position requires full professional level work in urban or regional planning with adequate knowledge of transportation planning. The employee is primarily responsible for development, coordination and administration of the work items contained in the Unified Planning Work Program relative to highway and other modes of transportation, as well as other duties as assigned by the Planning Director to accomplish the goals and programs of Rome-Floyd County.

**FLSA STATUS:** This position is classified as Exempt under the Fair Labor Standards Act and is not subject to overtime or comp time for hours physically worked in excess of 40 hours per work week. There may be flexibility from time to time based on the workload and as coordinated with and approved by the Director.

**JOB DUTIES:**

- Works closely with the Rome MPO, Georgia Department of Transportation and the Federal Highway Administration to effectively coordinate and plan for both short and long range transportation needs to adequately support the community.
- Prepares the Unified Planning Work Program and the Transportation Improvement Program.
- Obtains data from sources available to develop short and long-range transportation priorities.
- Assures that applications and contract deadlines are met and that reimbursement requisitions are submitted to the appropriate state and federal agencies.
- Prepares agendas and provides technical assistance to the Technical Coordinating Committee, the Citizens Advisory Committee and the Transportation Policy Committee among others.
- Develops and interprets technical reports and maps as required by state and federal agencies.
- Possesses a general understanding and ability to assist in land use planning and zoning, and GIS as part of working within a cross-trained, full service planning department.
- Conducts development review and traffic count analysis in accordance with local ordinances and requirements.
- Performs on a wide variety of projects such as: multimodal corridor studies, transportation impact studies, bicycle and pedestrian studies, and regional transportation plans.

***Essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as assigned.***

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of local, state and federal regulation laws and funding sources pertaining to transportation planning activities is desired.

- Knowledge of urban and regional transportation planning concepts and procedures and statistical analysis.
- Excellent administrative and interpersonal skills required.
- Proficient skills using Microsoft Word, Excel and other Microsoft applications.
- Ability to express ideas effectively, orally and in writing.
- Ability to communicate clearly and concisely, with strong technical writing and public presentation skills.
- Ability to multi-task.
- Ability to establish and maintain effective working relationships with co-workers government officials, and the general public.
- Ability to analyze and solve complex transportation planning or engineering problems dealing with all travel modes including bicycle and pedestrian.
- Ability to use a variety of software programs effectively and make timely and informed recommendations to elected officials, managers and decision makers.

**SUPERVISORY CONTROLS:** The Rome/Floyd County Planning Director assigns work in terms of general instructions requiring some use of judgment. Regularly performed tasks are completed independently on the basis of standard procedures. More detailed instructions are provided as needed but work must be planned and performed independently. Completed work is reviewed for accuracy and propriety of results.

**GUIDELINES:** Guidelines include accepted professional standards, relevant laws and ordinances, research and planning principles and practices as applied to urban and regional planning, transportation, recreation, capital improvements, economic development and the interrelationships among these. Employee must see judgment in interpretation of guidelines and in application of them to particular situations.

**COMPLEXITY:** This position consists of professional planning which provides technical planning services and advice to Rome/Floyd County Planning Commission, City of Rome, City of Cave Spring and Floyd County. Complexity is present in the variety of tasks, the number of guidelines and the presence of time constraints.

**SCOPE AND EFFECT:** Successful performance in this position contributes to efficient operation of the Rome/Floyd County Planning Department. The work is essential to providing a professional, efficient and helpful department to the community it serves.

**PURPOSE OF CONTACTS:** Contacts are typically for giving and exchanging information, providing services and problem solving.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit and talk or hear. The employees is occasionally required to walk; use hands to operate, handles or feel objects, tools, or controls; and reach with hands and arms. Work is typically performed sitting at a desk with intermittent standing or

stooping. The employee must frequently lift and/or move light (up to 10 pounds) and occasionally lift and/or move heavy (up to 50 pounds) objects. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** Work is performed in an office setting and sometimes outside, usually on City or Floyd County owned property or to attend a meeting.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over positions assigned by the Rome/Floyd County Planning Director.

**MINIMUM QUALIFICATIONS:**

- Bachelor’s Degree in urban planning with five years of increasing responsible urban or local planning experience, including supervision of personnel. Master’s Degree preferred. Governmental experience and American Institute of Certified Planners (AICP) credential highly desired.
- Must possess a general understanding and ability to assist in land use planning and zoning, and GIS as part of working within a cross-trained, full service planning department.
- Must be proficient in Microsoft Office Suite.
- Excellent administrative and interpersonal skills required. Strong written and oral communications. Must be detailed oriented and a multi-tasker.
- Must be able to obtain and maintain a valid driver’s license in the state of residency.
- Must already possess or obtain National Incident Management Systems (NIMS) 100 and 700 within three (3) months of employment.

**AMERICANS WITH DISABILITY STATEMENT**

You have been provided a copy of your job description. Have you read the job description? Yes \_\_\_ No \_\_\_

Can you perform the essential responsibilities for the job as outlined in the job description: Yes \_\_\_ No \_\_\_

If no, please explain in detail below:

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Effective Date: \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Human Resources Representative: \_\_\_\_\_

Date: \_\_\_\_\_