

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, 13018, 26004, 26008, 26021, 26069, 26047, 26064, 26065, 26066, 33210, 33214, 36102, 36103, 36104, 36108, 36111, 36114, 36117

Location: Helena Department: Transportation

Division and Bureau: 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 and procedures; analyzing transportation-related data; program and project development, grant 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. These positions report to a section supervisor and do not supervise others.

Essential Functions (Major Duties or Responsibilities):

Planner 2

Research and Analysis – 60%

- Assembles and compiles data from a number of resources and performs various analyses. Responsible for collecting, formatting and reporting on data elements relating to transportation issues, plans and programs. Manages the data collected, understands transportation planning concepts, and provides technical support.

- Participates in quality control efforts to ensure that data meets the needs of the section, bureau, and program.
- Reviews draft documents for data accuracy, ensures data is presented in clear and concise manner for public review, assists in development of transportation plans, programs and projects and develops web site content for public communication.
- Performs ongoing process and project tracking for transportation studies, plans, projects and programs.
- Manages low risk planning projects, programs or processes. This may include tracking grant applications, researching and understanding federal and state policies and regulations.
- Develops draft contracts, agreements, and amendments with private, local, city and county entities for review.

Transportation Planning Services – 35%

- Coordinates with internal and external stakeholders on grants, programs, special projects, and plans conducted within the bureau and section.
- Provides additional assistance with special project activities as directed by the section supervisor or Bureau Chief.
- Provides technical support for internal and external program or project meetings, and committee meetings.
- Initiates external communications in support of activities, plans, studies, programs, projects and grants monitored in the section or Bureau.

Other Duties – 5%

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

Planner 3

Transportation Planning Services – 60%

- Assesses requests for applicability to and compliance with state and federal statutes, agency policies and procedures. Oversees data analysis for transportation planning studies, programs and projects and monitors for change. Conducts quality control and reasonableness checks of multiple data elements such as costs, locations, study scopes, and GIS representations. Develops and prepares reports.
- Manages reoccurring and cyclical planning processes. This includes working with and coordinating with internal and external stakeholders, preparing grant applications, and reviewing and providing information as needed or requested.
- Develops original documents for signature, including agreements and contracts for

grants and studies, or other documents as needed.

- Manages low risk planning projects and transportation studies.

Research and Analysis – 35%

- Acts as lead for research or other special projects, which includes using appropriate research methods, developing literature reviews, conducting research, and writing and editing final reports.
- Maintains datasets for web-based GIS layers for the section and Bureau. Works with the GIS staff to develop layers and ensure data is accessible for special projects.
- Participates in reviews of research materials assigned by the section supervisor or Bureau Chief.
- Provides additional assistance as directed by the section supervisor or Bureau Chief.

Other Duties – 5%

Performs technical, administrative and other work as assigned by direct 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.
- Exercise sound judgment and request guidance from senior planners and supervisor.
- Understand and adhere 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.

- Resolve issues and cope with deadlines.

Minimum Qualifications (Education and Experience):

Planner 2:

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

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

Planner 3:

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

This position requires a minimum of 2 years of 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:

List any other special required information for this position

☐ Fingerprint check ☒ Valid driver's license

☐ Background check ☐ 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.

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

Employee	Title	Date
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Human Resources Review

Job Code Title: Transportation Planner 1 Job Code Number: E39011

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

☐ FLSA Exempt

☒ FLSA Non-Exempt

☒ Telework Available

☐ Telework Not Available

☐ Classification Complete

☐ Organizational Chart attached

Human Resources:

Signature

Title

Date