

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Transportation Planning Manager

Department: Transportation

Pay Grade: 516

FLSA Status: Exempt

Job Code: T741

JOB SUMMARY

The purpose of this classification is to manage and direct the Transportation Planning Division of the Transportation Department including long and short term initiatives and goals. The position is responsible for coordinating the department's budget activities and all policy related functions.

ESSENTIAL JOB FUNCTIONS

- Develops annual transportation goals and sets and/or revises performance standards to measure success. Prepares information on transportation issues, responds to complaints and requests from residents, and seeks funding from regional, state, and federal sources.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. Fosters a working environment in which teamwork and excellence is promoted, expected and is routinely provided.
- Develops and implements long and short term plans, goals, and objectives for the division; evaluates efficiency and effectiveness of division operations, methods and use of resources; implements improvements as needed.
- Directs, develops, and implements the Transportation Department's annual budget and all associated activities to assist the director. Possess a working knowledge of the current and future needs of the department's capital and maintenance programs, coordinates with all division managers and key staff, including: Engineering Design Manager, City Traffic Engineer, Construction and Maintenance Manager, and Accounting Specialist.
- Assists the Director and Deputy Director to prioritize funding requests, prepare supporting documentation outlining project benefits and financial information including: capital cost, maintenance costs, and long term lifecycle costs. Assists the director in ranking all budget

requests for each fiscal year. Conducts similar efforts for the development of mid-year budget as needed.

- Develops, reviews, and researches policy issues for the Department, including preparing proposed modifications to City Ordinances or Unified Development Code for transportation related matters. Possess strong writing and communication skills to draft policies, procedures, and ordinances. Coordinate with Legal Department as necessary.
- Manages contract procurement process for assigned division; prepares requests for proposal packages; supervises work of contracted engineering firms and/or in-house engineering consultant.
- Directs and coordinates internal and external training programs, including the annual CORE (City of Roswell Education and Engagement) program. Develops a program and schedule for each event to present the work and mission of the Transportation Department to the intended audience. Prepares staff for events to ensure successful outcome.
- Serves as Project Manager on internal and external planning studies led by consultant staff. Maintain quality of study deliverables to ensure content remains within established scope, schedule, and budget. Develop and modify study deliverables to meet deadlines as needed based on new information or guidance from Director, Deputy Director, or City Council.
- Serves as Department's primary liaison with the City's Community Relations office to share information with the public. Manage the Department's public facing website, update data on any external related website (including TSPLOST), including creating of graphics, press releases, and other information on projects, programs, and other initiatives that impact the traveling public.
- Assists the director in reviewing, processing, and prioritizing Personal Transport Vehicles (PTV) crossing applications and developing a work program to improve city's PTV facilities to ensure program meets all applicable laws and policies.
- Manages efforts for the City to become or remain an officially designated Walk Friendly Community and a Bike Friendly Community. Leads internal process to submit applications to keep City in good standing and actively work with local advocacy groups and do public outreach.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations and standards; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads professional literature to stay up to date with best practices; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Performs essential coordination tasks to facilitate the efficiency and effectiveness of the division's daily operations: supports the priorities and initiatives of the director; provides input and updates to the work program for the department; develops and implements operating procedures; coordinates the implementation of policies established by the Transportation Committee.
- Oversees the Engineering Coordinator position that coordinates directly with developers and applicants to ensure City and Transportation Department requirements are being followed.
- Participates and promotes City initiatives by communicating directly with residents, business owners, developers, and elected officials. Develops PowerPoint presentations and presents written and oral reports on related projects and programs that are tailored to

specific audiences including the public, staff, policy groups, transportation officials, or elected officials.

- Researches, reviews, generates, and prepares draft documents, graphics, and presentations for Department leadership and for Mayor and City Council to move various Transportation initiatives forward. Present to public and elected officials as needed.
- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at public meetings and community events.
- Communicates with supervisors, City Administrator, Mayor and Council, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Manages Geographic Information System (GIS) mapping data with staff assistance to ensure accuracy for reports and analyst.
- Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.
- Receives and reviews various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Responsible for ensuring timely and accurate development of the plans review process. Represent RDOT at weekly Development Plan Review Team (DRPT) meetings hosted by the Community Development Department. Personally attend weekly meetings and provide RDOT feedback.
- Ensure the Traffic Engineer reviews and comments on all traffic studies and ensure Street Maintenance Department reviews and comments submittals.
- Ensures all RDOT comments are properly logged in the current software. Be prepared to present information to applicants, the Mayor and Council, and at public meetings.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Develops the planning and programming of multi-modal transportation capital projects and coordinates with GDOT, ARC, GRTA, MARTA; secures and tracks funding from multiple sources; pursues listing of City projects on state and federal programs such as Transportation Improvement Program (TIP) and Regional Transportation Program (RTP); develops and coordinates projects with neighboring cities and counties such as the Comprehensive Transportation Plan with North Fulton cities.
- Develops transportation programs in collaboration with North Fulton cities, neighboring counties, GDOT, ARC, GRTA, MARTA and North Fulton CID; coordinates transportation plans and fosters excellent working relationships.
- Develops and updates the Transportation Master Plan (TMP) on an annual basis and prepares short-range to long-range capital improvement project listing and ranking;

coordinates needs and projects with the Engineering Design Division; seeks funding from regional, state, and federal sources to support the TMP.

- Manages and tracks transportation assets.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Planning, City Planning, Urban and Regional Planning, Civil Engineering or closely related field; Master's degree in Civil Engineering and/or City Planning preferred; Six (6) years of experience in transportation planning, transportation engineering, and preparing corridor studies, sub-area needs studies and City or County wide comprehensive transportation plans using Geographic Information Systems (GIS); Previous management or supervisory experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- AICP certification is desirable.
- Possess and maintain a valid Georgia Driver's License, and a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of the Metropolitan Planning Organization (MPO) planning process is desirable. Must possess and maintain a valid Georgia driver's license.
- Knowledge of City, county, state, and federal codes, ordinances, standards, and regulations pertaining to planning and designing transportation programs for roads, streets and rights-of-way.
- Knowledge of travel demand modeling, traffic simulation modeling and innovative community outreach programs required.
- Knowledge of travel demand modeling and traffic simulation software, and GIS software.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity, including instructing, reviewing work, maintaining standards, and coordinating activities. Must be able to make decisions, give direction and follow through. Requires the ability to present complicated information to large groups of citizens or elected officials. A pleasant disposition is required.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; and ability to calculate surface areas, volumes, weights, and measures, and plan quantities.
- Ability to write clearly and concisely, with the ability to write persuasively on deadline.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.