

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Transportation Planning Manager	CLASS CODE: 0234
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	Transportation Services Manager	DATE: 7/1/2002

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**Job Summary:**

Manages the Transportation Planning Section of the Division. Responsible for providing administrative and supervisory work while managing the Division, developing policies and codes for the City, and assisting with the budget. Serves as a resource to City staff, advisory boards and commissions, representatives of government jurisdictions and the public.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Supervises transportation planning staff, interviews and hires new employees as needed, prepares formal evaluations of employee performance, and handles disciplinary actions. Approves overtime and leave, prepares timesheets and develops work plan for the section.
2. Develops section budget, monitors and approves expenditures, and reviews Regional Rideshare/TDM program budget and grant writing.
3. Develops, writes, interprets and amends the Salem Transportation System Plan policies and programs. Oversees the preparation, printing and distribution of the Plan, and trains other City staff on its use. Acts as the chief author of the transportation plan.
4. Conducts transportation studies and public involvement/education activities, project management, formulates staff recommendations and presents recommendations to the Planning Commission and City Council.
5. Coordinates transportation policies and projects within Public Works Department and other City of Salem departments. Acts as a liaison with other City projects and studies.
6. Participates and represents the City in regional transportation committees and studies involving Federal, State, regional and other local government jurisdictions.
7. Develops and writes transportation policies, codes, programs and regulations to maintain compliance with Federal and State laws, statues and administrative rules. Monitors new regulation and participates in statewide administrative and legislative committees.
8. Acts as a liaison with the general public on transportation issues, responds questions and provides information to the media.

**Important Job Functions**

1. Acts as a resource to the Planning Commission and City Council on land use, development, infrastructure projects and policy issues.
2. Provides travel demand modeling support and interprets through City traffic model or through coordination with regional modeling agency staff.
3. Serves on City Emergency Operations Center Planning Section staff.
4. Attends meetings and various training seminars and exercises as required.
5. Performs other duties as required by Transportation Services Manager.

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**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Motor vehicle
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited college or university in Urban Planning, Civil Engineering or Public Administration or a related field (Master's degree preferred) and, Seven (7) to ten (10) years of experience in a related field; or, Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- American Institute of Certified Planners (AICP) desired.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Urban planning and design, transportation planning, public administration and project management.
- General budgeting and accounting procedures.
- City, State and Federal regulations, codes and ordinances.
- Contemporary office practices and procedures and basic office software products.

**Ability to:**

- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Use various software packages.
- Supervise and manage staff.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, media, organizations, City Council, other agencies and the public.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Stand occasionally for extended periods.
- Lift up to 100 pounds.
- Work in environment with loud noises.

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The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.