

**OPEN TO ALL QUALIFIED APPLICANTS**  
**PLANNER 2 - TRANSPORTATION PLANNER**  
**PLANNING DIVISION - DEPARTMENT OF PLANNING AND COMMUNITY AND ECONOMIC DEVELOPMENT**

**DANE COUNTY RESIDENCY IS REQUIRED FOR THIS POSITION**

**SELECTION PROCESS:** Applicants must complete a City of Madison Employment Application and respond to **Supplemental Questions**. Materials must be received by 4:30 p.m. on June 3, 2011. Applications (including responses to the supplemental questions) will be reviewed based on comparative evaluation of applicant training, experience, knowledge, skills and abilities. Only the applicants most closely meeting requirements of the position will be invited to the next step of the selection process (interview).

**SALARY:** \$52,309 - \$62,073 annually

**GENERAL RESPONSIBILITIES:** This is responsible professional urban and regional transportation planning work in the Transportation Planning Services Section of the Planning Division in support of the Madison Area Transportation Planning Board (the Metropolitan Planning Organization, MPO). Work is characterized by acquired expertise in preparing transportation plans for all modes of transportation with an emphasis on transit, specialized transportation and pedestrian and bicycle transportation. Other responsibilities include preparing socio-economic and travel forecasts, conducting traffic impact analyses and special studies, assisting with the annual update to the Transportation Improvement Program, and assisting in providing staff support to the MPO Board and advisory committees. Work is performed under the general supervision of the Transportation Planning Manager.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:** Prepare public transit and specialized transportation plans and projects and provide assistance to Metro Transit and Dane County staff in implementing them: Serve as project manager responsible for project design, planning and policy development and provide management for advisory committees. Write reports and prepare presentations for securing approval by MPO Board, City of Madison and other entities. Assist with special studies such as Alternatives and Analyses, on-board and other surveys. Prepare pedestrian and bicycle transportation plans and projects and assist local government staff in implementing plans, with comparable project manager duties. Provide comments on local pedestrian and bicycle plans. Assist local government staff with projects. Prepare updates to the Dane County map for bicyclists. Develop and maintain transportation planning information systems and data bases to support planning, travel forecasting activities and the MPO's Congestion Management Process: Monitor, assemble and analyze land use, socio-economic, travel and other data relevant to transportation planning and travel modeling, assist in preparing population, housing and employment forecasts, respond to requests for data and information on the MPO's plans from other agency staff, local officials and the public, conduct special research and data collection as needed, and prepare and present informational materials and graphics at staff and committee meetings. Assist in preparation of the regional long-range multi-modal transportation plan, corridor and area studies and updates to the MPO's Congestion Management Process; analyze traffic impacts of development plans and projects and review local land use and transportation plans. Assist with analyses and policy formation for plans and studies, provide assistance in preparing updates and coordinating implementation of the MPO's Congestion Management Process. Prepare data, maps, graphics and text to be incorporated into plan and study documents, prepare analyses of traffic impacts and transportation issues associated with development plans related to requests for urban sewer service area amendments. Review and provide comments on local transportation/land use plans and proposals, provide presentations at work sessions and meetings. Assist in preparation of annual update to the Transportation Improvement Program: Incorporate implementing agency project submittals into a coordinated listing of projects; assist in scoring and ranking projects seeking STP-Urban and Enhancements funding; prepare appendices to the TIP with data and information on programmed funding status of previously programmed projects, demonstration of financial constraint requirements; present the TIP to the MPO board and committees during development and adoption process; process amendments to the TIP. Assist with public participation activities and staffing the MPO Board and advisory committees.

**MINIMUM QUALIFICATIONS REQUIRED AT TIME OF APPLICATION**

**KNOWLEDGE, SKILLS AND ABILITIES:** Working knowledge of applicable transportation planning, land use, community planning and urban design theories, principles and practices. Knowledge of local ordinances and laws, governmental review processes and design considerations and their applications. Ability to plan and structure analysis for planning projects. Ability to communicate effectively both orally and in writing. Ability to develop and maintain positive and effective relationships. Ability to review development plans and specifications and to identify planning issues. Ability to prepare and present related graphic and design materials. Ability to create and deliver presentations to groups. Ability to use computers to draft correspondence and reports, conduct statistical analyses and to conduct research. Ability to deal with complex information, to identify problems and to conduct relevant research and analysis and prepare narrative and statistical reports. Ability to attend meetings during the evening and on weekends. Ability to physically inspect sites. Ability to exercise judgment and discretion in completing independent projects. Ability to coordinate and manage planning projects, team activities and citizen group efforts. Ability to maintain adequate attendance.

**TRAINING AND EXPERIENCE:** Two years of professional planning experience in transportation, land use, economic development, and/or community planning comparable to that gained as Planner 1 with the City of Madison. Such experience would normally be gained after graduation from an accredited college or university with a degree in Urban Studies, Urban and Regional Planning, Geography or other related studies or programs. Other combinations of training and/or experience which can be demonstrated to result in possession of the knowledge, skills and abilities necessary to perform the duties of the position will also be considered.

**NECESSARY SPECIAL QUALIFICATIONS:** This position requires possession of a valid driver's license. You are required to complete the form entitled SUPPLEMENTAL DRIVING APPLICATION FOR CITY OF MADISON POSITIONS REQUIRING EITHER A DRIVER'S LICENSE OR COMMERCIAL DRIVER'S LICENSE (GDL) section in the formal application form.

**APPLICATIONS:** Are available at the City Human Resources Department, 210 Martin Luther King, Jr. Blvd., Room 501, Madison, WI 53703; (608) 266-6500; FAX (608) 267-1115; [www.cityofmadison.com/employment/employmentListings.cfm](http://www.cityofmadison.com/employment/employmentListings.cfm). Resumes received without formal application will not be considered. Applications will be accepted until 4:30 p.m. on June 3, 2011.

Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal law. Persons needing assistance with examinations should contact the City of Madison Occupational Accommodations Specialist at (608) 267-1156.

**REPRESENTATION:** Non-Represented

CERT 2011148; JFC 02; COMP GROUP 18; RANGE 08; PCN 3652; DEPT #22; 05/13/2011; GG:17

**THE CITY OF MADISON IS AN EQUAL OPPORTUNITY EMPLOYER FUNCTIONING UNDER AN AFFIRMATIVE ACTION PLAN. WE ENCOURAGE MINORITIES, WOMEN AND INDIVIDUALS WITH A DISABILITY TO APPLY.**

**IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, THE CITY OF MADISON WILL HIRE ONLY UNITED STATES CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. ALL APPLICANTS OFFERED A CITY OF MADISON POSITION WILL BE REQUIRED TO PERSONALLY PRESENT DOCUMENTATION, BOTH TO IDENTIFY THEMSELVES AND TO PROVE THAT THEY ARE ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES (NOTE - THIS ALSO APPLIES TO U.S. CITIZENS). THIS MUST BE DONE BEFORE EMPLOYMENT BEGINS. FURTHER INFORMATION CAN BE OBTAINED FROM THE HUMAN RESOURCES DEPARTMENT. THIS INFORMATION WILL BE KEPT CONFIDENTIALLY, IN A SEPARATE FILE, IN THE HUMAN RESOURCES DEPARTMENT.**

**SUPPLEMENTAL QUESTIONS**  
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Applicants must complete a City of Madison Employment application and respond to these Supplemental Questions. Materials must be received by the application deadline.

1. Please describe your experience in managing land use/transportation planning projects or studies, and working with advisory committees, the general public, and policy bodies.

Maximum Length: 1 page

2. Please describe your training and experience in the preparation of public transit plans, studies, and/or projects. Be specific about your role in them.

Maximum Length: 1 page

3. Please describe your training and experience in the preparation of bicycle plans, studies, and/or projects. Be specific about your role in them.

Maximum Length: 1 page