

**OPEN TO ALL QUALIFIED APPLICANTS
PLANNER 1 OR 2
PLANNING DIVISION**

DANE COUNTY RESIDENCY IS REQUIRED FOR THIS POSITION

SALARY: \$4,019 to \$ 5,173 monthly. The applicant will be hired at the Planner 1 or Planner 2 level dependent on qualifications.

GENERAL RESPONSIBILITIES: Responsible professional urban and regional transportation planning work supporting the Metropolitan Planning Organization (MPO) for the Madison area. The position is responsible for the operation and maintenance of a regional travel demand forecast model for generating traffic and transit use forecasts; preparing socioeconomic data forecasts and assembling and analyzing data for transportation planning and modeling purposes; providing assistance with the preparation of multi-modal transportation plans, reports and studies; providing assistance with the annual update to the Transportation Improvement Program; and assistance in providing staff support to the MPO policy board and MPO advisory committees. Work is performed under general supervision.

EXAMPLES OF DUTIES AND RESPONSIBILITIES: Operate and maintain the regional travel demand forecast model in TP+/CUBE software environment to develop traffic and transit use forecasts in support of the development of the MPO's Regional Transportation Plan, corridor or small area plans/studies, site-specific traffic impact studies, and design of individual roadway projects. Prepare inputs for and run the model, and provide calibration and validation on model networks. Create and maintain the traffic analysis zone system for the model and provide assistance to private consultants with major model updates and improvements. Analyze model results, data collection procedures, and model attributes. Prepare maps, graphics, and reports related to travel forecasts. Develop and maintain transportation planning information systems and databases to support planning and travel forecasting activities, including the MPO's Regional Transportation Plan and Congestion Management Process. Monitor, assemble, and analyze land use, socio-economic, travel, and other data relevant to transportation planning and the travel forecast model. Provide assistance in the design and analysis of surveys related to calibration/validation of the regional travel demand forecast model. Assist in preparing population, housing, and employment forecasts to support travel forecast modeling. 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. Prepare and present informational materials and graphics at staff and committee meetings. Assist in the preparation of regional multi-modal transportation plans and corridor and small area studies. Participate in public presentations and serve on staff/technical committees. Prepare text/maps/graphics to be incorporated into plan documents and related reports. 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 plans/proposals to determine consistency with adopted regional transportation plans. Assist in the preparation of annual update to the Transportation Improvement Program (TIP). This includes incorporating implementing agency project submittals into a coordinated listing of projects; scoring and ranking of projects seeking STP-Urban and other Federal funding, preparing appendices to the TIP, processing amendments, and making presentations to the MPO board and various committees during the report consideration/adoption process.

MINIMUM QUALIFICATIONS REQUIRED AT TIME OF APPLICATION

KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of applicable land use and transportation planning principles, including trip generation and distribution, roadway capacity and level-of-service, and land use/travel relationships. Working knowledge of techniques and practices in travel demand forecasting and modeling. Working knowledge of and experience with travel demand modeling software such as TP+/CUBE preferred. Working knowledge of geographic information systems (ArcGIS) and Microsoft Excel. Knowledge of Metropolitan Planning Organization procedures and Federal rule requirements related to transportation planning processes for urbanized areas. Ability to assemble, manipulate, and analyze large quantities of land use, socio-economic, census, and other data related to transportation planning purposes, and to prepare related graphic materials and maps (with GIS staff assistance). Ability to prepare high level written technical materials and to effectively present this information to both technical and non-technical audiences. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships. Ability to deal with complex information, to identify problems, and to conduct relevant research and analysis, and prepare narrative and statistical reports. Ability to plan, and structure analysis for planning projects, 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: Planner 1: Graduation from an accredited college or university with a degree in Urban and Regional Planning, Landscape Architecture, Civil Engineering, Urban Studies, Geography or other related studies or programs. Planner 2: Two years of professional planning experience comparable to that gained as a Planner 1 with the City of Madison. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

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; TTY/Textnet (866) 704-2340; www.cityofmadison.com/employment/employmentListings.cfm. Resumés received without formal application will not be considered. Applications will be accepted until 4:30 p.m. on March 4, 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 2011048.DOC; JFC 2; COMP GROUP 18; RANGE 06/08; PCN 3651; DEPT #22; 02/25/2011; SS:15

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.