

OPEN TO ALL QUALIFIED APPLICANTS
TRANSPORTATION PLANNING MANAGER
PLANNING AND COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

DANE COUNTY RESIDENCY IS REQUIRED FOR THIS POSITION

SALARY: \$74,938 to \$90,309 annually

GENERAL RESPONSIBILITIES: This is responsible supervisory, professional and administrative work in the development and management of the Transportation Planning Services Section within the Planning Division. This work focuses on intergovernmental transportation planning and programming to address transportation issues within the Madison Metropolitan Planning Area. The work is characterized by responsibility for supervising the activities and functions of the Transportation Planning Services Section of the Division and provides staff support and professional planning services for the Madison Area Transportation Planning board, Technical Committee, and Ad Hoc Advisory Committees. This work is under the direction of the Planning Division Director, and is characterized by considerable independent responsibility.

EXAMPLES OF DUTIES AND RESPONSIBILITIES: Plan and manage the Transportation Planning Services Section programs and activities. Prepare and administer an annual work program and budget for the Madison Area Transportation Planning Board. Administer and monitor work activities within the work program and budget and for compliance with City, State and Federal regulations. Plan and organize transportation planning projects. Supervise and coordinate staff engaged in transportation planning services. Direct the development of transportation studies, alternatives and plans. Supervise the development and maintenance of related transportation planning information systems, models, databases and maps. Formulate policies, prepare plans and work programs. Prepare the Annual Transportation Improvement Program for the Madison Metropolitan Planning Area, establishing priorities and allocating state and federal funding for transportation capital improvements for pedestrian, bicycle, street and highways as well as transit capital and operating assistance. Serve as project manager and/or principal staff for major transportation studies and projects, such as the Regional Transportation Plan. Research, organize and prepare technical written reports. Develop and manage associated consultant contracts. Communicate and coordinate work activities with other City agencies and other units of government, and public and private organizations. Prepare staff recommendations for consideration by policy bodies. Coordinate activities with local units of government, other government agencies and officials, advisory committees, interested groups, and private organizations. Provide administrative and technical assistance to elected officials, public boards, commissions and committees. Participate/lead other Planning Division programs, projects and/or services, as appropriate. Hire, train, discipline, assign, and manage subordinate professional, clerical, and technical staff. Assist in the development and administration of the Planning Division budget. Assist the Planning Division Director in developing policies and procedures for the Planning Division. Implement and interpret policies and procedures as required. Conduct formal investigations relating to performance issues, harassment, and other areas as needed. Monitor changes in planning laws and techniques and recommend amendments to City Ordinances or related policy documents as appropriate. Perform related work as required.

MINIMUM QUALIFICATIONS REQUIRED AT TIME OF APPLICATION

KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the theories, principles, and practices of transportation planning and applicable land use, and community planning principles. Thorough knowledge of relevant state and federal transportation budgeting and project compliance regulations. Ability to direct and perform difficult research work. Ability to study, analyze, and systematically prepare and present technical and statistical information relevant to major transportation planning issues. Ability to work in a complex intergovernmental transportation planning context and to facilitate consensus. Ability to exercise considerable judgment in planning for future transportation initiatives and services. Ability to plan, organize and manage comprehensive planning programs and budgets, and to effectively supervise subordinate staff. Ability to prepare and present persuasive written and oral reports and recommendations. Ability to use computer software such as Microsoft Word, Excel, and Power Point. Ability to speak effectively before groups. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships. Ability to manage complex planning processes. Ability to attend evening and weekend meetings as required. Ability to maintain adequate attendance.

TRAINING AND EXPERIENCE: Four years of advanced-level professional transportation planning experience which included or was supplemented by experience in preparing and/or administering budgets. Such experience would normally be gained after graduation from an accredited college or university with a major in Urban and Regional Planning, Architecture, Landscape Architecture, Urban Studies or other related studies and programs. 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 January 18, 2010.

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 2009346.DOC; JFC 1C; COMP GROUP 18; RANGE 16; PCN 3658; DEPT #22; 12/11/2009; SS: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.