

CITY OF MINNEAPOLIS
invites applications for the position of:

Minneapolis
City of takes

Transportation Planner

SALARY: \$72,575.28 - \$99,219.54 Annually
JOB TYPE: Full-time
DEPARTMENT: Public Works - Transportation Planning & Programming
LOCATION: Grain Exchange, 301 - 4th Avenue South, Minneapolis
VACANCIES: 1
CLOSING DATE: 07/08/19 11:59 PM
POSTING TYPE: Open to the public

POSITION DESCRIPTION:

Manage and deliver a wide range of citywide and regional transportation projects in a sub-division of the Public Works Department ensuring compliance with Federal, State and Local requirements. This position will manage the delivery of pedestrian, bikeway, and street reconstruction projects, which will require significant coordination with other divisions within Public Works and across other City departments. This position will work directly with elected officials, residents, property owners, businesses, members of the community, and other regional agencies.

The current vacancy is with the Public Works Transportation Planning & Programming Division and this position will report to a Supervisor Transportation Planner within the division. The anticipated starting salary for this position will be \$72,575 - \$80,462.

JOB DUTIES AND RESPONSIBILITIES:

- Manage short and long-term transportation projects, programs, and initiatives in order to positively impact and improve the transportation system.
- Manage the delivery of a wide range of capital improvement projects, such as pedestrian safety improvements, protected bikeways, safe routes to school, and street reconstruction projects.
- Maintain working knowledge of new and existing design standards and guidelines, best practices, innovative design concepts, and design methodologies.
- Oversee, negotiate, draft, manage and administer contracts and schedules with consultants, contractors, and external organizations.
- Develop and maintain professional relationships with City *staff*, regional partners, private sector staff, and others involved in transportation planning and engineering.
- Communicate with City Council, residents; businesses, community groups, and other governmental agencies to facilitate all phases of projects or initiatives.
- Represent Public Works with the City's Bicycle and Pedestrian Advisory Committees and the Community in general to obtain their input and participation on various transportation projects, programs, and initiatives.
- Responsibility for the completion of other efforts/projects as assigned.

REQUIRED QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Architecture, Civil Engineering, Urban Design, a related field or equivalent.

MINIMUM EXPERIENCE:

Five years of experience, which have included Transportation Planning, Urban Planning and Design, project and contract management, and community outreach.

EQUIVALENCY:

An equivalent combination of education and work experience may be considered.

LICENSES/CERTIFICATIONS:

Professional Transportation Planner (PTP), American Institute of Certified Planner (AICP) or Professional Engineer (PE) are preferred.

BACKGROUND CHECK:

The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be considered further for the position.

SELECTION PROCESS:

The examination/selection process for this position may consist of a rating of training and experience and/or an oral examination and/or a written examination (100%). Since the examination process may consist of a rating of training and experience, it is to your advantage to be as complete and thorough on your application form as is possible. Minimum passing score is 70.00. At each step of the selection process, the department reserves the right to limit the number of applicants to be tested.

WORKING CONDITIONS:

Normal office setting and some field work. Field work may include exposure to all weather conditions; exposure to outdoor elements such as noise, dust, gases, fumes and chemicals; exposure to high traffic areas; exposure to rough, uneven surfaces and/or other types of conditions that may be found in a construction environment.

UNION REPRESENTATION:

This position is represented by a collective bargaining agreement between the City of Minneapolis and the Minneapolis Professional Employees Association (MPEA).

ELIGIBLE LIST STATEMENT:

The names of the applicants who meet minimum qualifications and who pass the screening process shall be placed on the eligible list for employment consideration. This list will be certified to the hiring manager who may use the list to fill a vacancy of the same job title. This eligible list will expire two (2) months after it has been established.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge and experience with transportation planning and urban design for all modes of transportation.
 - Knowledge of relevant Federal, State, and Local street design guidelines and best practices (e.g. FHWA, NACTO, MnDOT State-Aid Operations, Access Minneapolis, etc.)
 - Thorough knowledge and experience of transportation planning and design at the federal, state, regional, and local levels.
 - Demonstrate strong organization and time management skills, with the ability to work under pressure, multi-task, and meet scheduled deadlines.
 - Experience developing and implementing innovative policies, practices, and strategic directions and initiatives.
 - Knowledge and application of methods/techniques for community outreach and engagement.
 - Ability to analyze, interpret, and evaluate complex data, problems, and issues.
 - Strong project and contract management skills and experience.
 - Good report writing skills and the ability to make and support recommendations.
 - Ability to develop and maintain effective working relationships and to deal resourcefully with the media, other employees, agencies, departments, the public and elected officials.
 - Ability to identify issues of concern and effectively resolve them.
 - Well-developed oral and written communication skills, including presentation skills.
 - Good decision making and negotiation skills.
 - Experience that demonstrates a broad understanding and support for project management.
 - Broad base knowledge of technology, computer usage, hardware, and software applications.
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