

CITY OF MINNEAPOLIS
invites applications for the position of:

Associate Transportation Planner

SALARY:	\$57,780.32 - \$79,967.68 Annually
JOB TYPE:	Full-time
DEPARTMENT:	Public Works - Transportation Planning & Programming
LOCATION:	Minneapolis Public Service Building, 505 4th Avenue South, Minneapolis
VACANCIES:	1
CLOSING DATE:	05/24/21 11:59 PM
POSTING TYPE:	Open to the public

POSITION DESCRIPTION:

As the largest and most vibrant city in the state, Minneapolis depends on purposeful, dedicated and innovative employees. Minneapolis has a large variety of careers for people of all experiences and backgrounds who come together for a singular purpose--serving the residents, businesses and visitors of Minneapolis.

The City of Minneapolis is seeking highly motivated, flexible and creative thinkers to join the Transportation Planning and Programming Division of Public Works to assist in all aspects of transportation planning related to citywide and regional transportation projects. The ideal candidate will have a strong understanding of multimodal transportation planning and have the flexibility to support a wide range of planning activities, including development, analysis, review, and implementation of transportation projects, plans, programs and systems. This position will work with residents, property owners, businesses, members of the community, elected officials, and other regional agencies. The anticipated starting salary for this position will be \$57,780 - \$60,948.

The current vacancy is with the Public Works Transportation Planning and Programming Division and this position will report to a Transportation Planner within the division.

JOB DUTIES AND RESPONSIBILITIES:

- Support the implementation of major planning initiatives, potentially including the Minneapolis Transportation Action Plan, Vision Zero Action Plan, or other efforts.
- Perform analytical and technical duties related to development and implementation of a variety of transportation programs including bicycle, pedestrian, transit, and transportation systems management.
- Assist with planning and developing the City's capital improvement program.
- Respond to requests for information from the general public, City staff, elected officials, developers, and other interested parties; research requested information and make recommendations appropriate to resolving inquiries and/or complaints.
- Monitor and coordinate on-going operations of an assigned program area; perform related analytical work and maintain documentation and supporting records and statistics.

- Assist in site plan review, focusing on adherence to transportation related standards and regulations, and make comments and recommendations to support findings.
- Develop project-based renderings of concept level designs and layouts, including 3D renderings and visualizations.
- Participate in, coordinate, and host public and stakeholder public meetings.
- Prepare, edit, format and produce technical reports and displays.
- Provide expertise in transportation planning and successfully coordinate across divisions, departments, and agency organizations to advance projects, programs and systems.
- Utilize full suite of graphic software to achieve and maintain consistent graphic standards in diagrams, maps, plans and documents.
- Prepare or assist in preparing public realm frameworks to aid in planning activities.
- Responsible for completion of other efforts/projects as assigned.

REQUIRED QUALIFICATIONS:

Minimum Education:

Bachelor's Degree in Architecture, Civil Engineering, Urban Planning or a closely related field, or equivalent

Minimum Experience: Two years of related experience.

Equivalency:

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

Selection Process: The examination/selection process for this position may consist of a rating of training and experience and/or an oral 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, supplemental application (if applicable) and support documentation as is possible. Minimum passing score is 80.00. Human Resources reserves the right to limit the number of people invited to test.

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.

Working Conditions: Normal office setting and some field work. Under current conditions, the large majority of work is being completed in a virtual office setting. 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; and 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). For more information on the terms and conditions of this agreement, please

visit: http://www.minneapolismn.gov/hr/laboragreements/labor-agreements_professional-employees_index

Eligible List Statement: The names of applicants who meet minimum qualification 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:

- Master's Degree in Planning, Engineering, Urban Design, related field, equivalent preferred.
- Broad base knowledge of technology, computer usage, hardware and software application
- Experience with principles and practices of urban transportation planning for all modes of travel.
- Ability to utilize GIS for the preparation of maps, graphics, and detailed geospatial analytics.
- Knowledge of and interest in urban design, including experience with Adobe (Photoshop, InDesign, and Illustrator), SketchUp, AutoCAD, or equivalent software.
- Ability to communicate clearly and concisely to make and support recommendations.
- Experience with and ability to analyze, interpret, and evaluate complex issues with critical, strategic, and creative thinking.
- Work collaboratively on multiple projects and adapt as priorities change to meet deadlines.
- Ability to interpret and apply planning guidelines and ordinances.
- Knowledge of city planning and understanding of government processes.
- Understanding of street design, particularly NACTO, local, state, and federal design principles.

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #2021-00218
http://www.minneapolismn.gov/jobs						ASSOCIATE TRANSPORTATION PLANNER
250	South		4th		Street	DB
Room					#100	
Minneapolis,			MN		55415	
(612)					673-2282	

human.resources@minneapolismn.gov
