CITY OF MINNEAPOLIS
invites applications for the position of:

Associate Transportation Planner

<table>
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<tr>
<th>SALARY:</th>
<th>$59,369.00 - $82,166.00 Annually</th>
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</thead>
<tbody>
<tr>
<td>JOB TYPE:</td>
<td>Full-time</td>
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<tr>
<td>DEPARTMENT:</td>
<td>Public Works - Transportation</td>
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<td></td>
<td>Planning &amp; Programming</td>
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<tr>
<td>LOCATION:</td>
<td>Minneapolis Public Service Building, 505 4th Avenue South, Minneapolis</td>
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<tr>
<td>VACANCIES:</td>
<td>3</td>
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<tr>
<td>CLOSING DATE:</td>
<td>04/12/22 11:59 PM</td>
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<tr>
<td>POSTING TYPE:</td>
<td>Open to the public</td>
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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 candidates 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, initiatives 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 $59,369 - $62,624.

The current vacancies are with the Public Works Transportation Planning and Programming Division and these positions will report to a Transportation Planner within the division.

COVID-19 Vaccination and Testing Alternative Policy -- The City is concerned about the health, safety, and well-being of employees. All employees must either provide proof of being fully vaccinated or undergo weekly COVID-19 testing if not fully vaccinated.

Work Location
This position may be eligible for flexible work arrangements, including hybrid work with some days working remotely and some days working on-site at the Public Service Building. Work outside of typical working hours is expected.

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.

• Assist the Pedestrian and Bicycle Coordinator to liaise with and support the functions of the Pedestrian Advisory Committee and Bicycle Advisory Committee.

• 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 transportation-related 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 Bachelor’s Degree in related or equivalent fields.

Minimum Experience: Two years of related experience.

Equivalency
An equivalent combination of education and experience closely related to the duties of the position MAY be considered.

Selection Process
The selection process will consist of one or more of the following steps: a rating of relevant education and experience and/or an oral examination (100%). It is important that your application show all the relevant education and experience you possess. This information will be used to determine which candidates will proceed in the selection process. A submitted application is also used to verify the answers to any supplemental questions. Only those candidates who attain a passing score (70%) on each step in the selection process will be placed on the eligible list. The City of Minneapolis Human Resources Department reserves the right to limit the number in any phase of the selection process.

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 further considered for the position.

**Union Representation**
This position is represented by a collective bargaining agreement between the City of Minneapolis and the Minneapolis Professional Employees Association. For more information on the terms and conditions of this agreement please visit: [https://www2.minneapolismn.gov/government/departments/hr/labor-agreements/professional-employees/](https://www2.minneapolismn.gov/government/departments/hr/labor-agreements/professional-employees/)

**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 three months after it has been established.

**Interview Selection**
The hiring authority reserves the right to determine the maximum number of candidates to interview from the established eligible list. If the hiring authority decides to interview other than by exam score order, they may select additional people to interview based on a candidate’s education or experience related to the field, work history, or skills uniquely related to the operational needs of the position.

**Working Conditions**: Normal office setting and some field work. Under current conditions, staff will work out of the Public Service Building at least 2-days per week, with the option to work remotely the remaining days if desired; this may change in the future, candidates must be willing to work full-time from the office if required. Field work is required at times and may include exposure to all weather conditions, including 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.

**KNOWLEDGE, SKILLS AND ABILITIES:**
- Broad base knowledge of technology, computer usage, hardware and software applications.
- 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, StreetMix, 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.
- Ability to act independently and understand when to raise questions and issues.
- 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: http://www.minneapolismn.gov/jobs

Position #2022-00172
ASSOCIATE TRANSPORTATION PLANNER

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Minneapolis, MN 55415
(612) 673-2282

human.resources@minneapolismn.gov