CITY OF MINNEAPOLIS
invites applications for the position of:

Senior Transportation Planner

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<tr>
<th>SALARY:</th>
<th>$93,999.36 - $109,965.44 Annually</th>
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<tbody>
<tr>
<td>JOB TYPE:</td>
<td>Full-time</td>
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<tr>
<td>DEPARTMENT:</td>
<td>Public Works - Transportation 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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<td>VACANCIES:</td>
<td>2</td>
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<tr>
<td>CLOSING DATE:</td>
<td>05/02/22 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, creative, and independent thinkers with excellent communication and interpersonal skills to join the Transportation Planning and Programming Division of Public Works as a Senior Transportation Planner. The two open positions will provide leadership in all aspects of transportation planning, including supervision, management, and delivery of a suite of capital programs and projects as a subset of the City’s 5-Year Capital Improvement Program. The Senior Transportation Planner position(s) will help implement the projects and vision outlined in City’s Capital Improvement Program and the adopted Transportation Action Plan.

This work is a part of the Department’s effort to improve the right-of-way for all users following the City’s Complete Streets Policy and work toward the City’s Vision Zero goal. These positions will help develop work plans, supervise a team of planners, lead communications and collaboration with staff across various divisions of the Public Works department as well as the various committees internal and external to the City, and communicate regularly with stakeholders including various partner agencies, public stakeholders, neighborhood groups, businesses, and elected officials. The position(s) will lead on a variety of major City and partner agency efforts, including but not limited to planning and design of capital improvement projects, regional collaboration projects, policy development, multimodal planning studies, representing the City in transit projects including BRT, and leading transportation initiatives that advance City policies.

The current vacancies are with the Public Works Transportation Planning and Programming Division and will report to a Supervisor Transportation Planner within the division. The anticipated starting salary for this position will be $91,705 - $95,372.
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 and wear a face covering at work 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 in the office.

JOB DUTIES AND RESPONSIBILITIES:

1. Administer the programming and delivery of a subset of capital programs and projects.
2. Lead and coordinate programming, planning and project delivery work across multiple divisions of Public Works.
3. Manage the day-to-day outreach and public communications regarding a subset of the City’s Capital Improvement Program.
4. Oversee the development and delivery of capital projects and programs includes managing consultants, technical advisory committee, and community advisory committee.
5. Responsible for communicating project and program vision, purpose, and actions with the public, stakeholders, elected officials, and City leaders.
6. Plan and execute various public outreach strategies for a large, coordinated effort, including non-traditional public outreach activities.
7. Conduct data analysis; analyze and manipulate complex data sets, finding trends and patterns.
8. Manage multiple project work plans, including setting performance metrics and evaluating outcomes.
9. Facilitate diverse audiences toward common goals.
10. Responsible for developing work plans to accomplish project and program goals.
11. Act as a lead with the city, and the regional level, and on occasion the national level on program content.
12. Manage budgets and contracts.
13. Resolve technical problems regarding data, projects, process; bring interested parties into the solutions.
14. Report on program goals through collected data and metrics.
15. Supervise staff and provide leadership in the division to support professional development and high paced work of team.
16. Lead on the implementation of major capital initiatives that support the vision of the Minneapolis Transportation Action Plan, Vision Zero Action Plan, ADA Transition Plan, or other efforts.

REQUIRED QUALIFICATIONS:

Minimum Education
Four-year college degree in Urban Planning, Transportation Planning, Urban Design, or a closely related field, or equivalent combination of education and experience.

Minimum Experience
Five years of experience managing transportation plans, policy development, and planning initiatives. Three years of supervisory experience.

Licenses / Certifications
AICP, PTP, or PE certification preferred.
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 not represented by a collective bargaining agreement.

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 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.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Excellent facilitation and negotiation skills.
2. Proven experience to bring diverse groups together toward common goals.
3. Ability to communicate articulately and convincingly across different formats - written, verbal, visual, etc. and for various audiences - elected officials, department heads, staff, the public, advocates.
4. Ability to take initiative and work independently.
5. Ability to seek out new ideas and readily work to implement them.
6. Ability to deal with high pressure situations and diffuse emotionally charged issues.
7. Ability to operate a personal computer and use standard office software.
8. 

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.

9. 

Maintain working knowledge of new and existing design standards and guidelines, best pra
ctices, innovative design concepts, and design methodologies.
10. Manage short and long-term transportation projects, plans, programs, studies, and initiatives to positively impact and improve the transportation system.
11. Oversee, negotiate, draft, manage and administer contracts and schedules with consultants, contractors, and external organizations.
12. Develop and maintain professional relationships with a diverse team of City staff, regional partners, private sector staff, and others involved in transportation planning and engineering.
13. Responsibility for the completion of other efforts/projects as assigned.