

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Planner, Transportation	<b>BAND/LEVEL:</b>	Prof III
<b>DEPARTMENT:</b>	Planning & Development Services	<b>JOB NO:</b>	2950
<b>DIVISION:</b>	Current Planning	<b>DATE:</b>	3/25/12
<b>REPORTS TO:</b>	Manager, Current Planning	<b>FLSA STATUS:</b>	EX
<b>FULL-TIME:</b> _____	<b>PART-TIME:</b> _____	<b>TEMPORARY:</b> _____	<b>COST CENTER:</b> 601

**REPLACES:** Planner, Transportation

**DATE:** 3/28/10

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### **JOB SUMMARY STATEMENT:**

Conducts the transportation review of all development activity in the city. Communicates with Planning Commission and City Council on the traffic impacts of proposed projects. Works closely with Public Works Department to provide transportation planning input on various projects. Participates on the Plan Review Committee. Serves as Planner of the Day.

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### **DUTIES AND RESPONSIBILITIES:**

1. Reports orally and in writing to the Planning Commission and City Council on transportation-related issues related to planning matters. Attends plan review meetings. Reviews all development plans and determines traffic impacts of each. Compiles, analyzes and summarizes data. Writes transportation staff comments for the staff reports, attends public hearings and responds to questions.
2. Works closely with the Public Works Department to provide transportation planning input on preliminary engineering studies, street improvement construction plans and other transportation projects.
3. Negotiates with developers and their representatives to determine requirements for transportation-related matters including design considerations, traffic studies and potential stipulations. Studies proposals and counter-proposals for the required improvements or stipulations.
4. Determines scope of work for traffic impact studies to be prepared by traffic consultants for developer projects. Evaluates the study submitted by traffic consultants to determine technical correctness and compares results with similar studies and established City standards.
5. Represents the City as a member of various committees of the Mid-America Regional Council. Represents the City as a study team member on various transportation studies.
6. Maintains and updates the Overland Park Traffic Model (OPTM). Updates the land use information as needed and runs the OPTM for various traffic studies. Monitors traffic signal, streetlight and unspecified transportation improvement escrow funds.
7. Reviews building permit and subdivision construction plans to determine transportation requirements and prepares written comments.
8. Provides technical assistance to the Long Range Planning staff on special studies and attends selected public meetings associated with those special studies.
9. Coordinates with Kansas Department of Transportation and City staff to resolve issues that arise over access and right-of-way matters associated with development projects along the state highway system.
10. Serves as Planner of the Day on a rotating basis. Assists citizens by phone or in person answering a wide variety of inquiries regarding planning issues. Provides interpretations of the Unified Development Ordinance and other city regulations relating to land development and land use. Processes various types of applications. Answers questions about scheduling, application status and the public hearing process.
11. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks, including night meetings on a regular basis. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.

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12. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Bachelor's degree in civil or transportation engineering, urban planning with an emphasis on transportation planning or a technical field. Master's degree in City and Regional Planning preferred. Possession of an appropriate, valid driver's license. Must maintain an insurable driving record.

### **EXPERIENCE:**

Three years of transportation planning experience in the review and/or design of development site plans and familiarity with the rezoning and subdivision process. Familiarity with traffic impact studies and with the use of computerized travel demand models and intersection capacity analysis software.

### **SKILLS:**

1. PC skills
2. Excellent oral and written communication skills

### **MENTAL REQUIREMENTS:**

1. Analytical skills
2. Ability to learn and understand complex PC software applications
3. Ability to read and comprehend city, state and federal regulations
4. Ability to analyze complex technical problems and recommend possible solutions
5. Ability to work on several projects at once.
6. Ability to access situation and use judgement in responding.
7. Organizational skills
8. Ability to work under distracting conditions
9. Abstract and logical reasoning
10. Ability to read and review developmental plans
11. Alpha and numeric recognition

### **PHYSICAL REQUIREMENTS:**

1. Hand and eye coordination adequate to input computer
2. Ability to make and receive phone calls
3. Ability to sit and be attentive for extended periods of time
4. Ability to attend public meetings during the day and evening hours
5. Ability to drive city vehicle

### **SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**