

MAJOR FUNCTION

This is a professional planner position working in transportation and community planning, research, urban design, implementation activities, and other tasks and duties as may be related for the Blueprint Infrastructure Program. Major responsibilities include support for long-range transportation planning, development of project design concepts, communication of project planning and progress through agenda items to the Intergovernmental Agency Board of Directors (combined City and County commissions), community outreach related to Blueprint Infrastructure projects, and coordination with agency partners at the City of Tallahassee, Leon County, Capital Region Transportation Planning Agency, and Florida Department of Transportation. Work is performed under the direction of the Blueprint Planning Manager.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

This position carries out and supports planning and implementation activities for the Blueprint Intergovernmental Agency infrastructure projects. Collects and analyzes data and research to support Blueprint projects. Attends meetings of the Intergovernmental Agency Board of Directors and meetings of appointed boards and committees as may be required. Prepares agenda items to support project implementation or policy direction requests for the Intergovernmental Agency, Blueprint Citizens Advisory Committee, and Blueprint Technical Coordinating Committee. Communicates with citizens, other local and state agencies, and design professionals. Conducts community outreach, public presentations, and other forms of citizen involvement to support review and development of Blueprint projects and initiatives. Planning-related research, including but not limited to transportation, land use, and infrastructure planning. Supports the Blueprint Planning Division in the analysis and development of preferred concepts for Blueprint infrastructure projects. Supports the development of scopes of services for project planning, design, and implementation phases. Identifies alternative funding sources and prepares grant applications to support Blueprint Infrastructure projects. Coordinates with other staff comprising the Blueprint Infrastructure Program. Performs related work as required.

Other Important Duties

Attends hearings, seminars, and workshops in order to keep abreast of planning issues and requirements. Completes special projects as required. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the principles and practices of transportation planning and urban design. Knowledge of laws and regulations related to planning. Working knowledge of the collection and preparation of preliminary reports on planning problems. Ability to perform technical research work. Ability to communicate effectively orally, with visual aids, and in writing. Skills in research methods and analysis. Skill in the use of personal computers and some associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in urban and regional planning, public or business administration, geography, statistics, demography, public affairs or engineering or a related field and one year of professional experience that includes transportation and/or urban planning in the public and/or private sector. A master's degree in planning, statistics, demography, business or public administration may be substituted for the required experience.

Necessary Special Requirement

At the department director's discretion, a valid Class E State driver's license may be required for any of the designated positions allocated to this class.

Established: 03-25-19