

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB108 Planner II
POSITION #/TITLE: 2676 Planner II (Multimodal)	Adopted: 11-12 Revised: 02-14

POSITION DESCRIPTION

Dept: Community Development	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 11
Reports To Position #/Job Code #/JC Title: 1699/NB463/Assistant Community Development Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Provides professional assistance for a range of metropolitan planning organization related activities with an emphasis in bicycle, pedestrian, and transit planning to promote alternative transportation and a healthy community; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Performs general transportation planning functions for the Corridor Metropolitan Planning Organization (MPO);
Performs the following activities in support of multimodal transportation:
Trail, transit, and pedestrian planning; grant research, writing, and technical support; education and promotional activities in support of multimodal transportation;
Coordinates the development of long-range planning activities, including land use, transportation, utility, and others;
Performs general transit planning in support and coordination with the Transit Division;
Develops and maintains GIS-based projects including neighborhood plans and infrastructure plans;
Researches innovation in transportation planning and makes appropriate recommendations;
Develops informational material to educate community groups to improve bicycle and pedestrian programs;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of principles and practices for multimodal transportation activities including planning, transportation, bike/pedestrian/transit issues, applicable rules and regulations;

Thorough knowledge of principals of local and State laws and regulations pertaining to urban planning, transportation and related operations;
Thorough knowledge of public administration with particular reference to MPO, state and federal administration;
Ability to prepare accurate and reliable reports including appropriate findings, conclusions and recommendations;
Ability to present technical information to the public in clear, concise and easily understandable manner;
Ability to research and analyze regional transportation and transportation related issues;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Urban Planning or a closely related field; and
Considerable experience in urban planning projects, including intermediate level project management; or
Master's Degree in Urban Planning or a closely related field; and
One year of professional or intern experience with an urban planning agency or firm; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to operate equipment;
Sufficient personal mobility, which permits the employee to visit other work stations in the City.