

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Colleen Hoesly

Work Phone:

2. Class Title (i.e. payroll title):

Planner 3

3. Working Title (if any):

Transportation Planner

4. Name & Class of First-Line Supervisor:

William Schaefer, Transportation Planning Manager

Work Phone: (608) 266-9115

5. Department, Division & Section:

Department of Community & Economic Development, Planning Division, Regional Transportation Planning Services Section

6. Work Address:

100 State Street, #400, Madison, WI 53703

7. Hours/Week: 38.75

Start time: 8:30 am End time: 5:15 pm

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

From spring/summer of 2021

-
10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

Responsible for professional transportation planning work within the Regional Transportation Planning Section of the city's Planning Division, which provides staff for the Greater Madison MPO under the policy direction of the MPO Policy Board. The work implements the MPO's adopted vision and mission and goals as reflected in the MPO's long-range Regional Transportation Plan and other plans and documents such as the Public Participation Plan.

11. Position Summary:

Senior level transportation planning work characterized by a high level of initiative, discretion, and leadership, preparing plans and special studies and annual performance measure monitoring. Under general supervision, the work requires a high degree of independence, and involves leadership in program, plan, and policy development and internal process improvements. The position also assists the MPO

Director in coordinating the activities of the MPO in carrying out the federally mandated continuing, cooperative, and comprehensive metropolitan transportation planning and programming process, including administrative, outreach, and technical tasks. This includes assistance in developing the Work Program, staffing the MPO Policy Board and Technical Committee, developing and leading the public outreach and stakeholder engagement, serving as liaison to state agencies, and assuring compliance with federal planning regulations.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 20% A. Assist Planning Manager in planning and managing the activities and functions of the Greater Madison MPO, which is charged with carrying out the federally required metropolitan transportation planning and programming process
1. Assist in formulating policies and procedures and providing strategic direction for the agency in terms of work activities, communications, and collaboration with regional partners.
 2. Assist in developing and managing the MPO's Work Program, including project design, schedules, progress reports, and interagency staff and public involvement. This includes co-leading the MPO's Communications & Outreach Workgroup.
 3. Assist in ensuring compliance with federal planning regulations.
 4. Supervise MPO interns and assist in coordinating work of planning and support staff.
 5. Assist in providing staff support to the MPO Policy Board and Technical Committee.
 6. Assist in coordinating MPO activities with and providing staff support for state and local committees, elected officials, interest groups, and others.
 7. Lead or assist in preparing grant applications and reports to federal agencies for transportation planning studies and projects.
- 45% B. Lead or assist in the development of MPO transportation plans, studies, and projects, including initial scoping, complex analysis work, and overall project management.
1. Develop and lead the MPO's safety planning studies and projects, and assist and coordinate this work with county and local safety initiatives.
 2. Conduct complex transportation needs analyses and develop and evaluate multi-faceted strategies and projects within policy parameters to support development of the long-range Regional Transportation Plan and other plans and reports.
 3. Develop and lead the MPO's federally required Congestion Management Process and supportive transportation system management and operations (TSMO) strategies and planning processes.
 4. Conduct literature reviews, best practices research, and quantitative analysis to support development of plan recommendations.
 5. Prepare plan reports and presentations, including development of graphics, layout, and coordination of print production.
 6. Assist in the development and management of contracts with consultants for assistance with planning activities.
 7. Assist in providing transportation planning and data assistance services to WisDOT and local communities through serving on interagency workgroups and other means.
- 20% C. Lead the development of and co-lead the implementation of the MPO's Public Participation Plan, including presentations, communications, and the maintenance of content on the MPO's website and social media outlets.
1. Co-lead the evaluation of the MPO's public involvement activities and lead future updates to the public participation plan.
 2. Assist in developing and implementing the MPO's outreach activities and stakeholder engagement through the MPO's Communications & Outreach Workgroup. This includes planning, scheduling, and conducting work sessions, public meetings, and other outreach strategies.
 3. Assist in communicating MPO policies, plans, and programs to regional partners and the media through meeting presentations, emails, and press releases.
 4. Assist in providing direction in the design, development, and content of the MPO website.
 5. Assist in responding to inquiries and questions from local officials, other agency staff, the public, and the media.

- 10% D. Assist in developing and maintaining transportation planning information systems and data bases, including GIS and “big data” acquired through private vendors such as StreetLight Data.
 1. Lead development and analysis of data to support the MPO’s safety planning work and the Congestion Management Process.
 2. Assist in developing, visualizing, and presenting data on transportation system performance for the MPO’s performance measure monitoring process in accordance with federal requirements.
 3. Assist in monitoring, assembling, and analyzing socio-economic, travel, and other data for transportation planning activities.
 4. Assist in responding to requests for data and information on the MPO’s plans from other agency staff, local officials, and the public.

- 5% E. Perform related work as required.
 1. Participate in citywide initiatives to further the City’s Mission, Vision, and Values, such as Results Madison.
 2. Keep current on trends and innovations in transportation planning.

13. Primary knowledge, skills and abilities required:

Thorough knowledge of the land use and transportation planning process and transportation planning policies, principles, practices, and methodologies, including land use/travel demand relationships, accessibility, and integration of the different modes of transportation. General knowledge of roadway, transit, bicycle, and pedestrian planning and facility design. Knowledge of the federal metropolitan transportation planning and project programming process and requirements. Working knowledge of geographic information systems, and data collection and analysis methods related to land use and transportation planning. Working knowledge of or experience with the Microsoft Office Suite software (Word, Excel, PowerPoint).

Ability to exercise judgment and discretion in completing independent projects. Ability to design, structure, and carry out complex transportation plans and studies, including technical analyses, public participation, and presentation of them. Working knowledge of project management techniques and leadership principles and practices. Ability to independently scope, manage, and carry out planning projects and implement planning initiatives. Ability to establish and maintain effective working relationships with racially and culturally diverse populations, community groups, staff, and officials. Ability to communicate clearly and effectively both orally and in writing.

14. Special tools and equipment required:

None

15. Required licenses and/or registration:

None

16. Training and experience required:

Four years of professional planning experience comparable to that gained as a Planner 2 with the City of Madison. Such experience would normally be gained after graduation from an accredited college or university with a degree in Urban and Regional Planning, Civil Engineering, and other related studies or programs. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position.

17. Physical requirements:

Ability to stand or sit at computer workstation. Ability to attend night meetings and occasional weekend meetings or events.

18. Supervision received (level and type):

Works under general supervision of MPO Transportation Planning Manager, but with high level of independence.

19. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

20. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

Colleen Hoelsy 11/28/2022
EMPLOYEE DATE

21. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

William Schaefer 11/28/2022
SUPERVISOR DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employee/policies-procedures/position-descriptions.