

## CITY OF MADISON POSITION DESCRIPTION

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1. Name of Employee (or "vacant"):  
Vacant  
Work Phone: 243-0458
2. Class Title (i.e. payroll title):  
Planner 1
3. Working Title (if any):  
Transportation Planner
4. Name & Class of First-Line Supervisor:  
William Schaefer, Transportation Planning Manager  
Work Phone: 266-9115
5. Department, Division & Section:  
Planning & Community & Economic Development Dept., Planning Division, Transportation Planning Services Section (MPO)
6. Work Address:  
Madison Area Transportation Planning Board – An MPO, 121 S. Pinckney Street, Suite 400, Madison, WI 53703
7. Hours/Week: 38.75  
Start time: 8:00 AM      End time: 4:45 PM
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:

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10. Position Summary:

Responsible for supporting the transportation planning work activities of the Madison Area Transportation Planning Board, the designated Metropolitan Planning Organization (MPO) for the Madison Metropolitan Area. This includes assistance in preparation of the long-range multi-modal regional transportation plan, corridor and area plans and studies, public transit and active transportation plans, annual updates to the Transportation Improvement Program, and annual performance measure reporting. Planning support work includes, among other activities, maintenance of GIS data sets and creating maps and graphics, as well as collection, formatting, and analysis of other land use development, Census, and transportation data. It also includes assistance with public involvement activities, including maintaining content on the MPO's website and social media outlets and staff support to the MPO policy board and advisory committees.

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

- 45% A. Assist in preparation of the multi-modal regional transportation plan, corridor and small area studies, the transit development plan, and bicycle transportation plan.
1. Assist in conducting multi-modal transportation needs analyses and evaluating the benefits and costs of different strategies and projects to support development of transportation plans and reports.
  2. Assist in conducting literature reviews, best practices research, and quantitative analysis to support development of plan recommendations, and assist in preparing plan reports.
  3. Develop graphics for reports and meetings, design print products, and coordinate print production of these products.
  4. Assist in preparation of local corridor plans, working with City of Madison and other local community planning staff.
  5. Participate on interagency staff workgroups for plans and projects.
- 40% B. Assist in developing and maintaining transportation planning information systems and data bases, including GIS data and cartographic products, to support transportation planning activities.
1. Monitor, assemble, and analyze land use, socio-economic, travel, and other data relevant to transportation planning and travel demand modeling.
  2. Assist in preparing population, housing, and employment forecasts to support travel demand modeling.
  3. Assist in collecting, analyzing, and presenting data on the performance of the regional transportation system in accordance with new federal requirements.
  4. Assist in developing and maintaining GIS data sets (roadways, bicycle facilities, transit service, planned land use, etc.), including digitizing, editing, and attribute entry of GIS data layers.
  5. Assist in the design and production of maps utilizing GIS data sets.
  6. Respond to requests for data and information on the MPO's plans from other agency staff, local officials, and the public.
- 10% C. Assist in implementing the MPO's public participation plan, including development and maintenance of content on the MPO's website and social media outlets.
1. Assist in evaluating the MPO's public involvement activities and future updates to the public participation plan.
  2. Work with City of Madison IT Department staff in developing and maintaining the MPO website and any special plan/project websites.
  2. Organize and post content on the website, including plan reports, MPO board and advisory committee meetings schedules and minutes.
  3. Work with other MPO staff to find and post articles and other information to the MPO's Facebook page.
  5. Assist in staffing committee, MPO board meetings and public information meetings on plans and projects.
  6. Assist in maintaining and implementing the MPO's Title VI Plan.
- 5% D. Assist in preparation of the annual update to the Transportation Improvement Program (TIP).
1. Assist in incorporating implementing agency project submittals into a coordinated listing of projects and project maps.
  2. Assist in preparing appendices to the TIP with data and information on programmed funding, status of previously programmed projects, demonstration of financial constraint requirements, etc.
  4. Process amendments to the TIP.

12. Primary knowledge, skills and abilities required:

Knowledge of the land use and transportation planning process and transportation planning policies, principles, practices, and methodologies, including integration with land use planning and land use/travel demand relationships, accessibility, and integration of the different modes of transportation. Excellent

writing and communication skills. Working knowledge of geographic information systems and an understanding of data collection methods and analysis techniques related to socio-economic, land use, and transportation data. Working knowledge of or training on the Adobe Creative Suite software (InDesign, Illustrator, Photoshop, Acrobat Pro) and Microsoft Office Suite software (Word, Excel, PowerPoint, Access). Ability to plan, organize, and complete work assignments in an accurate and timely manner. Ability to establish and maintain effective working relationships with co-workers, other staff, and the public. Ability to attend meetings and events during the evening as required.

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13. Training and experience:

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Graduation from an accredited college or university with a major in Urban and Regional or Transportation Planning, Urban Studies, Civil Engineering, or other related studies and programs is required. A Master's degree is preferred. 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 the position will also be considered.

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14. Special tools and equipment required:

Operation of computer software applications, including Microsoft Office and Adobe Creative Suite programs. Knowledge and training/experience with ArcGIS is strongly desired. Knowledge and experience with graphics rendering software such as SketchUp is also desirable, but not required.

15. Required licenses and/or registration:

Driver's license

16. Physical requirements:

None

17. Supervision received (level and type):

Works under general supervision of the Transportation Planning Manager

18. 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).

19. 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).

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EMPLOYEE

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DATE

20. 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).

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.