

CITY OF MADISON POSITION DESCRIPTION

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

Vacant

Work Phone:

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

Principal Planner

3. Working Title (if any):

Transportation Policy and Planning Program Manager

4. Name & Class of First-Line Supervisor:

Katherine Cornwell, Planning Division Director

Work Phone: 608-267-8726

5. Department, Division & Section:

Department of Planning, Community and Economic Development - Planning Division, Transportation Policy and Planning Section

6. Work Address:

215 Martin Luther King, Jr. Blvd
PO Box 2985
Madison, WI 53701-2985

7. Hours/Week: 38.75

Start time: 8:00 End time: 4:30

8. Date of hire in this position:

June 1, 2014

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

N/A

-
10. Position Summary:

This position is responsible for supervisory and administrative work in the development, implementation, and direction of major transportation work programs within the Planning Division. This work is characterized by responsibility for supervising all of the activities and functions of the Transportation Policy and Planning Section.

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

30% A. General administration and management

1. Hire, train, assign, supervise and evaluate subordinate professional and technical staff
2. Develop and monitor annual work program

3. Serve as project manager and/or principal staff for major public transportation projects. Manage associated consultant contracts.
- 4.
- 5.

40% B. Policy and planning

1. Develop and maintain the City's transportation master plan elements.
2. Formulate and maintain the City's urban transportation policies.
3. Compile and analyze data and information relating to transportation planning (e.g., mapping, needs assessments studies, travel demand forecasting information, etc.). Organize and prepare technical written reports.
4. Manage, implement and recommend changes to City transportation policies and regulations (e.g., long range transportation objectives and policies, street design ordinances, etc.).
5. Review specific transportation plans and project proposals (e.g., street design plans, bicycle and pedestrian facility improvement plans, local and intercity transit plans, high capacity transit plans, etc.) and develop integrated land use and transportation plans for corridors with enhanced transit service (such as BRT) and station areas.

10% C. Liaison to local/regional, state and federal transportation officials

1. Monitor changes in transportation financing, legislation, innovative facility design and implementation techniques.
2. Communicate and coordinate work activities with local/regional, state and federal transportation entities.
- 3.
- 4.
- 5.

10% D. Regional cooperation and public outreach

1. Communicate and coordinate work activities with other City agencies and other public and private organizations.
2. Provide staff support to citizen task forces, oversight committees and other public policy groups as assigned.
- 3.
- 4.
- 5.

10% E. Commission management and participation

1. Provide professional staff support to the Madison Long Range Transportation Planning Committee.
2. Monitor the work of the Pedestrian, Bicycle, Motor Vehicle Commission.
3. Monitor the work of the Transit and Parking Committee.
4. Monitor the work of the Madison Area Transportation Board.
5. Provide administrative and technical assistance to elected officials, and City boards, commissions and committees.

12. Primary knowledge, skills and abilities required:

Considerable knowledge of the theories, principles and practices of applicable land use planning, transportation planning and urban design theory, principles, and practices. Ability to direct and perform difficult research work and to study, analyze and systematically prepare and present technical and statistical information relevant to major transportation planning issues.

Ability to exercise considerable judgment in planning future integrated land use and transportation systems. Ability to plan, organize and direct comprehensive transportation planning programs, and to effectively supervise subordinate staff. Ability to prepare and present persuasive written and oral reports and recommendations. Ability to speak effectively before groups. Ability to establish and maintain effective working relationships. Ability to manage complex planning processes.

13. Special tools and equipment required:

14. Required licenses and/or registration:

NACTO - <http://nacto.org/>

APTA - <http://www.apta.com/Pages/default.aspx>

15. Physical requirements:

16. Supervision received (level and type):

The position performs work under the direction of the Planning Division Director, is characterized by considerable independent responsibility.

17. 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).

18. 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).

EMPLOYEE

DATE

19. 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).

Katherine Cornwell
SUPERVISOR

4/16/2014
DATE

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