



VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION

TRANSPORTATION AND LONG RANGE PLANNER

EFFECTIVE DATE: September 2, 2021

DEPARTMENT: Development Services	WORK LOCATION: Village Hall	FLSA STATUS: Exempt
CLASS CODE: 7440	RANGE: 19	PENSION: IMRF
		UNION: NU
REPORTS TO: Director of Planning and Transportation	LEVEL OF SUPERVISION RECEIVED: General Supervision	LICENSE/CERTIFICATES: Valid Class D IL Driver's License

SUMMARY:

The Transportation and Long Range Planner performs a variety of routine and complex assignments within the Planning and Transportation Division including overseeing the Village's long range planning and transportation planning efforts, coordinating transit related efforts, performing technical plan reviews, assisting with planning and transportation-related administration, and attending various internal and external meetings regarding planning, transportation and transit related issues. Responds to and interacts with residents, developers, engineers, architects, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Participates and assists in project management of long range and transportation planning efforts such as special area studies, Comprehensive Plan updates, Comprehensive Bicycle Plan updates, Zoning and Subdivision Code updates, redevelopment discussions and related efforts lead by the Village and external agencies.	Daily 25%

2.	Interprets the Village code and drafts periodic amendments to the Code as necessary, particularly related to Subdivision, Zoning and other related topics. Completes comprehensive code updates as necessary.	Daily 10%
3.	Reviews development and construction plans to ensure compliance with Village code and good planning practice, with specific emphasis on compliance with parking, access, circulation, sidewalks, bicycle facilities, accessibility and other transportation related code requirements. Coordinates such reviews with Senior Transportation Engineer.	Daily 10%
4.	Researches and collects planning and transportation data needed to update and maintain Village long range plans, codes, and other reports as necessary. Prepares documents showing land use data, demographic statistics, fiscal data, utility inventory, and other development related materials.	Daily 10%
5.	Responds to inquiries and requests from residents, businesses, developers, outside agencies, other employees, elected officials and others regarding planning and transportation related issues.	Daily 10%
6.	Reviews, analyzes, interprets, summarizes and comments on transit studies, traffic studies, parking reports and other studies from consultants, outside agencies, developers, and others related to multimodal Village planning efforts. Coordinates such reviews with Senior Transportation Engineer.	Daily 10%
7.	Works with other staff on review of subdivisions, cross access and parking, easements, and other related documents.	Weekly 10%
8.	Under the guidance of the Director, communicates regularly with Pace to monitor local transit service performance, review potential service changes, and discuss potential new services. Disseminates information to the public, community groups, residential areas, businesses, and others to promote available transit options in the community. Supports activities and attends meetings of the Transit Improvement Task Force.	Weekly 15%
9.	Performs site inspections to review and inspect development projects, public transportation infrastructure, parking / traffic counts relative to transit, and other field activities necessary as part of transportation planning efforts.	Weekly 10%
10.	Under the guidance of the Director, maintains and implements the Village's Comprehensive Bicycle and Pedestrian Plan (including revisions and updates) with a broad focus on a combination of infrastructure and non-infrastructure projects and programs using the 5 E principles of Education, Encouragement, Engineering, Enforcement, and Evaluation. Supports activities and attends meetings of the Bicycle and Pedestrian Advisory Committee.	Weekly 10%
11.	Assists with planning, transportation and infrastructure grant application processes and administration of grants.	Weekly 10%
12.	Performs research and investigates options to fund bicycle, pedestrian, transit operations, and other public transportation facility improvements through private	Weekly 10%

	development projects, grant opportunities, and Village Capital Improvement Budget funding, in cooperation with Engineering Division as applicable.	
13.	Studies, evaluates, recommends, and drafts proposals for new transportation alternatives (either expansion of existing services or creation of new programs), including fixed transit, flexible transit, paratransit, vanpools, rideshare, bikeshare, and other emerging multimodal models for suburban transportation.	Monthly 10%
14.	Under the guidance of the Director, administers the Fair Share Road Improvement Impact Fee Program for development projects and participate in decisions related to the use of Program funds. Assists with and/or leads periodic updates to the Program as required by State law along with serving the Advisory Committee.	Monthly 5%
15.	Operates and properly maintains all tools and equipment needed to perform the essential job functions listed above adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Performs special projects involving research, analysis, interpretation, and evaluation of data, programs, written documents, reports and other information. This could involve drafting municipal Code language, assisting with the development of intergovernmental agreements, developing best practices for local transportation initiatives, and other special projects.
2.	Serves as staff liaison to Bicycle & Pedestrian Committee and the Transit Improvement Task Force, and attends other Village public meetings as appropriate.
3.	Represents Village at NWMC Bicycle and Pedestrian Committee and other agency meetings.
4.	Attend meetings with various transportation service providers (bikeshare, scooters, rideshare, etc.), summarize/consolidate research information, and make presentations to management and elected officials, as necessary.
5.	Updates transportation related information on the Village website, handouts, brochures, email blasts, and other media.
6.	Attends professional development seminars, webinars, workshops, etc. to keep abreast of trends and developments in the field.
7.	Serves as a member of various employee committees.
8.	Follows Village-wide and departmental safety rules and practices
9.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (**List specific responsibilities below**)

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A. or B.S.) from four-year college or university
- Master's degree (M.A. or M.S.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

Planning, Transportation Planning, Transportation Engineering

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Transportation, Planning, Municipal Gov.

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

Microsoft Office, GIS, Adobe

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required

Ability to speak and/or read, write and comprehend.

Required Language :

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

PROFICIENCY IN:

- Operating a personal computer in a network environment.
- Using quantitative skills; performing qualitative analysis.
- Working efficiently under pressure and/or with frequent interruptions.
- Quickly switching from one task to another.

WORKING KNOWLEDGE OF:

- Village of Hoffman Estates' Municipal Code and ordinances as well as State and Federal requirements such as ADA and the Illinois Accessibility Code.
- Knowledge of the principles of site design/layout, parking, traffic, circulation, site lighting, landscaping, zoning, sign regulations, building designs, engineering, subdivision plats, annexation and development agreements, tree preservation.
- Complete streets policies.
- Bicycle and pedestrian planning, design, and operations.
- Public transportation service options and performance.
- Ability to read and interpret engineering construction plans, traffic/parking studies, and related reports.
- Grant programs for transportation and planning projects, including application process and administration.
- Problem solving and customer service skills.

ABILITY TO:

- Work together with other employees and consultants in a team approach.
- Coordinate with others with an interest in a particular issue to assure that a broad range of perspectives are considered.
- Take a flexible, creative approach to problem solving.
- Basic understanding of civil engineering plans, ability to read and interpret codes.
- Prioritize, plan and schedule work.
- Quickly comprehend and analyze problematic situations and defuse/resolve issues in a timely and appropriate manner.
- Quantify, evaluate and draw conclusions from extensive data.
- Communicate effectively verbally and in writing, including making presentations in front of large groups.
- Respond to and interact with residents, employees and others within and outside the organization in a courteous, professional and effective manner.
- Establish successful working relationships with other employees, supervisors and other departments.
- Read, write, speak, and comprehend the English language.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

<u>Physical Activity</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u> X </u>	_____	_____
Walks	_____	<u> X </u>	_____	_____
Sits	_____	_____	_____	<u> X </u>
Uses fingers in a repetitive motion	_____	_____	_____	<u> X </u>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u> X </u>
Reaches with hands and arms above shoulder	_____	<u> X </u>	_____	_____
Climbs or balances	_____	<u> X </u>	_____	_____
Twists or turns	_____	<u> X </u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u> X </u>	_____	_____
Pulls, pushes, or carries	_____	<u> X </u>	_____	_____
Talks or hears	_____	_____	<u> X </u>	_____
Tastes or smells	<u> X </u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	_____	<u> X </u>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	<u> X </u>	_____
Lifts or move 10 to 20 pounds (light)	_____	<u> X </u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u> X </u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u> X </u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

- Absence of color blindness
- Corrected vision of...
- Uncorrected vision of...

As required by IL Secretary of State to operate a motor vehicle

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

Environmental Conditions	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moderate noise level (Raised voice levels)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____