

MAJOR FUNCTION

This is an advanced professional position working in transportation and community planning, research, urban design, implementation activities, and other tasks and duties as may be related for the Blueprint Infrastructure Program. Major responsibilities include long-range transportation planning, development of project design concepts, communication of project planning and progress through agenda items to the Intergovernmental Agency Board of Directors (combined City and County commissions), community outreach related to Blueprint Infrastructure projects, and coordination with agency partners at the City of Tallahassee, Leon County, Capital Region Transportation Planning Agency, and Florida Department of Transportation. Work is performed under the direction of the Blueprint Planning Manager.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Job Duties**

Project management, coordination and communication with local, regional, and state transportation agencies, community outreach and citizen engagement, and development of preferred concepts for the Blueprint Infrastructure projects are core responsibilities of this position. Prepares scopes of services for project planning, design, and implementation phases. Identifies alternative funding sources and prepares grant applications to support Blueprint Infrastructure projects. Coordinates grant reporting and invoicing once grants are awarded. Responds to project and information requests from the Intergovernmental Agency (combined City and County commissions), the Intergovernmental Management Committee (City Manager and County Administrator), the Director of PLACE, the Blueprint Director, and other Intergovernmental Agency staff as may be appropriate. Prepares agenda items to support project implementation or policy direction requests for the Intergovernmental Agency, Blueprint Citizens Advisory Committee, and Blueprint Technical Coordinating Committee. Prepares and makes Intergovernmental Agency meeting presentations. Develops project management plans for various phases of Blueprint Infrastructure projects. Assists in the reporting of project progress and milestones for the Blueprint performance report and other project tracking reports as may be required. Acts as a liaison between Blueprint and governmental commissions, the general public and private and technical staffs. Conducts community outreach, public presentations, and other forms of citizen involvement to support review and development of Blueprint projects and initiatives. Collects and analyzes data for various research publications; writes and develops management strategies and technical reports. Reports to the Blueprint Planning Manager on the progress of work and makes recommendation as necessary to adjust the scheduling of work. Prepares or reviews plans and reports as may be required. Coordinates with the Planner I and other staff comprising the Blueprint Infrastructure Program. Performs related work as required.

Other Important Duties

Coordinates and prepares City and County agenda requests as needed. Attends hearings, seminars, and workshops in order to keep abreast of planning issues and requirements. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices of transportation planning and urban design. Considerable knowledge of Florida Department of Transportation planning and funding processes and requirements. Knowledge of laws and regulations related to planning. Ability to read and review architectural drawings and site plan documents. Ability to perform technical research work and to give reliable advice on difficult planning projects. Ability to maintain effective working relationships as necessitated by the work. Ability to communicate effectively orally, with visual aids, and in writing.

Skills in research methods and analysis. Skill in the use of personal computers and some associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a master's degree in urban and regional planning, public or business administration, or a related field and three years of professional experience that includes transportation and/or urban planning in the public and/or private sector; or possession of a bachelor's degree in urban and regional planning, public or business administration, or a related field and four years of professional experience that includes transportation and/or urban planning in the public and/or private sector; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 04-12-19