



**LUZERNE COUNTY**  
invites applications for the position of:

## **Transportation Planner**

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**SALARY:**

Range: \$48,000 - \$55,000  
commensurate with experience

**DESCRIPTION:**

Under the administrative direction of the Executive Director of Planning and Zoning, this position is responsible for all transportation planning needs and issues for Luzerne County. The Transportation Planner will coordinate all efforts with Pennsylvania's Department of Transportation and the Lackawanna-Luzerne Transportation Study. The Transportation Planner reports directly to the Executive Director of Planning and Zoning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Essential Duties and Responsibilities:**

- Manage the Transportation Assets Management Program, including bridges between eight (8) to twenty (20) feet in length, bridges less than eight (8) feet in length, traffic and road signs inventory, and other assets as directed by PennDOT.
- Assist with various transportation planning projects.
- Assist with administration of the Lackawanna-Luzerne Transportation Study.
- Assist with preparation of other plans and programs as needed, such as the Public Participation Plan, Limited English Proficiency Plan and Title IV/Environmental Justice Plan.
- Identify and apply for potential sources of funding through governmental or non-governmental organization (NGO) sources in coordination with Executive Director.
- Undertake the update of the Congestion Management Plan for the highway network.
- Monitor and oversee the work of planners and technicians.
- Research and gather highway performance monitoring system data, including data from 80-95 locations per year.
- Perform related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Required Knowledge, Skills and Abilities:**

- Knowledge of the philosophies, principals, practices and techniques of planning.
- Knowledge of the principles, methodology, practices of research and data collection, statistical, algebraic, or geometric methods, and methods and techniques of effective technical report preparation and presentation.

- Familiarity with federal, state, local and foundation grants and grant availability.
- Familiarity with federal, state and local land use and transportation laws, ordinances and regulations.
- Skills in the application of local, state and federal legal requirements applicable to transportation planning.
- Proven skills in computer hardware and software programs such as the Microsoft Office Suite, CAD, and/or GIS as well as Internet applications, including various State programs and projects.
- Skills in creative problem solving and information gathering to solve less well-defined practical problems.
- Ability to procure, process, complete and submit grant applications for both governmental and non-governmental organization grants.
- Ability to read and understand technical and legal materials.
- Ability to coordinate with various people ranging from the general public to high level professionals; define and analyze problems, collect data, establish facts, and draw valid conclusions.
- Ability to respond to common inquiries or complaints from the public, municipal representatives and other government agencies, or other regulatory agencies.
- Ability to establish and maintain effective working relationships with employees, other related County departments, and agencies; to follow written and verbal instructions; communicate effectively verbally and in writing including preparation of reports and maps.
- Ability to manage projects effectively and meet firm deadlines; work on multiple projects or issues simultaneously; work independently or in a team environment as needed; attend to details while keeping big-picture goals in mind.
- Must be able to do extended field work in a variety of conditions as needed.
- Thorough knowledge of local, state and federal legal requirements applicable to transportation planning.

## **MINIMUM QUALIFICATIONS:**

### **Minimum Qualifications and Experience:**

- Bachelor's Degree in Planning, Engineering, Public Administration, Business Administration, Architecture, Public Policy, or closely related field and a minimum of three years of professional experience in same OR
- Any equivalent combination of acceptable education, training and experience which has provided the knowledge, skills and abilities cited above.
- Experience in GIS, Data and/or Project Management preferred.
- Master's Degree preferred.
- Must possess and maintain a valid driver's license.

### **Other:**

- This position requires travel in the area for field work, meetings and training sessions.
- This position requires occasional overnight travel for meetings and training.
- Some minor lifting of equipment (under twenty pounds) may be required.

**LUZERNE COUNTY IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.”**

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<http://www.luzernecounty.org>

TRANSPORTATION PLANNER

Penn Place Building, Suite 225  
20 N. Pennsylvania Avenue  
Wilkes-Barre, PA 18702