

COUNTY OF BUCKS

JOB TITLE:	Planner (Transportation)	JOB CODE:	827
DEPARTMENT:	Planning Administrative	UNION:	46
FLSA STATUS:	Non-Exempt	GRADE:	
		REVISION DATE:	5/6/2026

POSITION SUMMARY:

Possesses planning background and experience. Prepares written and graphic reports, projects, and GIS maps. Conducts and prepares reviews relating to subdivision and land development, and community and environmental planning.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Reports to a Senior Planner, the Section Director, and the Executive Director as applicable.
- Prepares or assists in the production of transportation, trail planning, zoning, and specialized plans and studies.
- Assists with trail project development and project management.
- Assists with administrative and contract management duties associated with trail projects and transportation programs.
- Prepares or assists in the production of GIS maps and GIS related projects.
- Compiles and reviews pertinent land use, demographic, social, economic or other planning-related data to determine existing conditions and future trends related to transportation planning.
- Reviews and prepares comments for subdivision and land development proposals.
- Prepares graphic products including detailed sketches, maps, 3D photo simulations and site plans as required.
- Provides general community planning assistance including but not limited to land use and fiscal analysis/impact reports or transportation/trail studies.
- Attends public meetings, presents information to the public and assists the public as required.
- Attends meetings with staff, municipal officials and other agencies as required.
- Serves as a liaison between the Planning Commission and municipal officials.
- Coordinates and collaborates with other staff members in a 'team approach' for projects.
- Assists with the identification of funding sources and the development of grant applications as required.
- Coordinates with local, regional, state, and federal agencies to address transportation and trail planning issues (as necessary).
- Performs similar or related duties as assigned by the Executive Director or other Directors within the Department.

QUALIFICATIONS REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Qualification requirements include demonstrated ability to perform all of the Essential Duties and Responsibilities listed above.
- Bachelors or Master's Degree in Planning or related technical discipline such as civil engineering or architecture. Experience in a planning position is preferred.
- Knowledge/experience in the areas of bike/pedestrian mobility, trail project development and project management, and transportation impact studies is a plus.
- Strong interest in the transportation planning field.
- AICP licensure preferred but not required.
- Proficiency in the basic principles of planning.
- Ability to effectively and professionally communicate ideas in written and verbal manner, including report preparation and making presentations to the public.
- Must be proficient in Microsoft Word, Publisher, Excel, Outlook, and PowerPoint. Proficiency with Adobe InDesign, Photoshop, Illustrator and SketchUp is a plus.
- Must have access to reliable transportation and be available to attend evening meetings as required.

Position: Planner (Transportation)

FUNCTIONAL REQUIREMENTS:

Physical Demands: (Check all that apply)

Balancing	X	Stooping	X	Pushing	X
Climbing	X	Crouching	X	Pulling	X
Crawling	X	Kneeling	X	Handling	X
Standing	X	Sitting	X	Talking	X
Turning	X	Reaching	X	Hearing	X
Seeing	X	Color Vision	X	Depth Perception	X
Mobility	X				

Lifting: (Check one)

X	A) Light	(20-25 lbs)
	B) Medium	(25-50 lbs)
	C) Heavy	(50-100 lbs)
	D) Very Heavy	(over 100 lbs)

Carrying: (Check one)

X	A) Light	(10-25 lbs)
	B) Medium	(25-50 lbs)
	C) Heavy	(50-100 lbs)
	D) Very Heavy	(over 100 lbs)

Aptitudes: (Check all that apply)

Form perception	X	Problem solving	X
Motor coordination	X	Working speed (ex.wpm)	X
Finger dexterity	X	Manual dexterity	X
Computer/VDT ability	X	General learning ability	X
Clerical perception	X		

Environmental Conditions: (Check all that apply)

Extreme cold		Extreme heat	
Temperature changes		Wet conditions	
Humid conditions		Exposure to fumes	
Exposure to blood and body fluids		Noise and vibration	
Exposure to chemicals		Poor ventilation	
Inclement weather conditions; Inside/outside weather conditions	X		

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I certify I am able to perform each and every essential function of the job for which I have applied, with or without a reasonable accommodation.

Signature: _____ Date: _____