

LACKAWANNA COUNTY JOB DESCRIPTION

Department/Office: Planning and Economic Development

Job Title: Transportation Planning Manager

Reports to: Planning Department Manager

Job Purpose/Overview: The Transportation Planning Manager is responsible for the day to day functions of the transportation planning section of the department. Promotes and performs organized planning which provides for orderly growth and development towards an improved quality of life. Utilizes the assigned resources and personnel for cost-effective and timely results.

Job Duties:

- Prepares, manages and implements the bi-annual transportation Unified Planning Work Program (UPWP).
- Updates the Lackawanna/Luzerne Metropolitan Planning Organization (MPO) transportation improvement program and long-range transportation plan.
- Prepares other plans and programs and updates as needed, such as the Public Participation Plan, Limited English Proficiency Plan, Congestion Management Plan and Title IV/Environmental Justice Plan.
- Prepares documentation for progress reports required by various agencies.
- Pursues grant funding for projects outside of the FHWA or PENNDOT funding streams.
- Develop the scope of work and grant requests for special planning studies.
- Administers the Lackawanna-Luzerne Transportation Study MPO website.
- Provides technical analysis for transportation plan alternative analysis.
- Coordinates the administration of the Transportation Advisory Committee, the Technical Committee and the Coordinating Committee of the Lackawanna Luzerne Transportation Study Metropolitan Planning Organization.
- Works with PENNDOT on implementation and operation of the PENNDOT Connects-Planning 360 program.
- Prepares quarterly reimbursement invoices for Federal Highway Administration, PennDOT and Federal Transit Administration transportation planning funds.
- Monitors and oversees the work of transportation planners and technicians.
- Develops and maintains a detailed working knowledge of state and/or federal land use laws including for development in and around environmentally sensitive areas such as wetlands and endangered species, sewage treatment, storm water management, flood plain management,

facility design standards, and administrative procedures established by state and local agencies and officials that may have an impact on transportation planning.

- Planning, grant writing, project management, and monitoring projects.
- Other duties as assigned.

Minimum Qualifications:

Requirements:

- A Master's degree in transportation planning and one years' experience, a Master's degree in a related field with two years' planning experience or a Bachelor's degree in planning or a related field with three years' experience with degrees from an accredited college or university.
- Strong written and verbal skills are essential. Ability to communicate complex technical and regulatory concepts effectively and courteously with regulated or uninformed parties, plus public speaking, written, and graphics skills required.
- Experience must include familiarity with Microsoft Office including PowerPoint, Geographic Information System (GIS Software), the principles and practices of urban transportation planning and Federal, State and local land use planning regulations and Federal and state grant programs.
- Knowledge of Federal Highway and Federal Transit Administrations and PENNDOT computer programs such as SharePoint, etc.
- Ability to read maps, topography and planimetric, surveys, engineering cross-sections and profiles, aerial photos and any plan or drawings pertinent to evaluation of proposed transportation projects is essential.

Desirable:

- An advanced degree or professional certification.

Other:

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

This Job Summary is not intended to be a formal job description or a complete list of responsibilities/qualifications but rather a summary of key job factors.

Please submit an application & resume to:

Lackawanna County Human Resources
123 Wyoming Avenue, 5th Floor Scranton, PA 18503

Granzaj@lackawannacounty.org

EOE