

## CITY OF CORAL SPRINGS Classification Description

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**CLASSIFICATION TITLE:** Transportation Planner  
**FUNCTIONAL AREA:** Development Services/Community Development Department

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### WORK OBJECTIVE:

Highly advanced professional and technical planning work involving all aspects of transportation and transit programming. Responsibilities include oversight and implementation of long range transportation programs resulting in transportation and transit improvements and application of requirements stipulated in traffic studies and analysis. Work is performed under the general direction of the City Planner and is reviewed through observation, conferences, reports and evaluation of results achieved.

### ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Identifies solutions and coordinates efforts to meet ongoing transportation and transit needs and issues.
- Works with members of the industry, local County and State agencies and various departments within the City to formulate policies, procedures and programs relating to transportation issues.
- Participates in the development of City projects.
- Creates, implements and maintains systems for tracking and monitoring progress, including conducting surveys and other outcome based performance measures.
- Maintains liaison and coordinates transportation and transit planning program activities with planning organizations, councils, boards, and other state agencies, local governments, consultants, and general public.
- Provides technical assistance and answers inquires in regards to transportation and transit issues, programs, and projects.
- Coordinates and implements the Traffic Management Team meeting.
- Develops, administers and monitors the Traffic Calming program.

### MINIMUM QUALIFICATIONS:

#### **Education / Certifications / Experience –**

Bachelor's Degree in Planning, Transportation, Public Administration or closely related field; supplemented by five (5) to seven (7) years progressively responsible experience in transportation management programs; or an equivalent combination of education, training, and experience. Must possess valid State of Florida drivers license and have an acceptable driving record.

#### **Knowledge, Skills, & Abilities –**

Thorough knowledge of the principles and practices of City planning and urban design.

## Transportation Planner

Considerable knowledge of the principles and practices of civil engineering and architecture.  
Considerable knowledge of public administration, statistics, economics, and sociology as related to municipal planning.

Ability to develop and supervise planning programs, perform studies, and analyze and present data in clear and comprehensive form.

Ability to understand, explain and apply zoning, urban design, and development regulations impartially.

Ability to establish and maintain effective working relationships with City employees, officials, civic groups and the general public.

Ability to communicate effectively verbally and in writing.

### **PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

### **ENVIRONMENTAL REQUIREMENTS:**

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.