

City of Minneapolis  
Staffing Division  
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Minneapolis, MN 55415  
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Website: [www.ci.minneapolis.mn.us](http://www.ci.minneapolis.mn.us)

## **ASSOCIATE TRANSPORTATION PLANNER EXAM #21222**

**Open - Monday, July 8, 2013 through Friday, July 19, 2013**

**SALARY:** \$47,156 - \$65,263 Annually

**POSITION INFORMATION:** Perform professional bicycle, pedestrian, and transportation planning work requiring analytical and communication skills, in planning processes of moderate difficulty involving community, strategic, and systemic transportation issues, and serve as a resource to interested parties for a variety of bicycle, pedestrian, and transportation services.

**JOB DUTIES:** Typical duties and responsibilities of the position may include, but are not limited to, the following:

- Interpret and explain bicycle, pedestrian and related transportation plans, requirements, and related procedures to persons making inquiries or pursuing approval of construction plans.
- Ensure involvement of the community, neighborhood groups, property owners, land developers, business owners, governmental agencies, City Departments and others in bicycle, pedestrian, and related transportation planning projects.
- Assist in the collection and compilation of data and other information for analysis of proposals and to aide in planning activities for bicycle, pedestrian, and other transportation modes.
- Author or assist in the drafting of written reports, presentations, studies and proposals.
- Manage smaller bicycle and pedestrian projects, and assist in large projects.
- Train project managers in the proper use of transportation documents.
- Attend meetings with various community groups and boards to provide explanation and facilitate discussion of various bicycle, pedestrian, and other transportation studies and proposals.
- Coordinate and facilitate meetings and public hearings.
- Assist in utilizing technology in communications, grants research, file maintenance, record retention and project management.
- Process and assist in the development of construction planning documents, using Local, State, and Federal transportation planning and engineering requirements and guidance, and best practices.
- Respond to requests for information from the public, consultants, coworkers and decision-makers about bicycle, pedestrian, and transportation planning projects, principles and processes, policies, ordinances, and project implementation options.
- Perform other related duties as assigned.

**WORKING CONDITIONS:** Office and field work. Field work may include exposure to outdoor elements, all types of weather conditions, gases, fumes, chemicals and noise; high traffic areas; exposure to other types of conditions generally found in a construction environment; ability to stand/walk on rough, uneven surfaces; ability to work in confined space areas.

### **REQUIREMENTS:**

**EDUCATION:** Bachelor's Degree in City, Regional, or Community Planning, Traffic Transportation Planning or Traffic Engineering or a closely related field

**EXPERIENCE:** Two (2) years of related experience.

**EQUIVALENCY:** An equivalent combination of education and experience may be considered.

**OTHER SPECIFICATIONS:**

- Master's Degree preferred.
- Knowledge of the principles and practices of city, bicycle, pedestrian, and transportation planning and as well as research methods, statistical analysis, and data collection techniques.
- Ability to compile and analyze data, and make presentations.
- Computer skills and knowledge of Word, Excel, GIS, Adobe Creative Suite, and use of the internet.
- Knowledge of Local, State, and Federal guidelines, standards, and best practices such as Municipal State Aide, Lane width requirements, the Minnesota Manual of Traffic Control Devices, etc.
- Knowledge of international transportation practices is desirable.
- Good oral and written communication skills
- Project management skills and the ability to work independently

**HOW TO APPLY:** Visit the City of Minneapolis jobs website: <http://www.minneapolismn.gov/jobs/> to apply. Resumes are not accepted in lieu of filling out an online application.

**SUPPLEMENTAL APPLICATION:** There is a supplemental application that accompanies this job posting. To make your application materials complete, you **must** complete the supplemental application as part of your official application materials. Applications will be deemed as incomplete without the supplemental application. Please contact [Susan.gibson@minneapolismn.gov](mailto:Susan.gibson@minneapolismn.gov) and/or [Roxanne.scheller@minneapolismn.gov](mailto:Roxanne.scheller@minneapolismn.gov) to obtain the supplemental application form.

**BACKGROUND CHECK:** The City has determined that a criminal background check may be necessary for certain positions with this job title. Applicants must sign an informed consent allowing the City to obtain their criminal history information in connection with the position sought. Applicants who do not sign the informed consent will not be considered further for the position.

**DRUG & ALCOHOL TESTING:** All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so; and, the City will withdraw the conditional job offer resulting in the job applicant no longer being considered for the position

**APPLICATIONS ACCEPTED:**

**Dates:** Monday, July 8, 2013 through Friday, July 19, 2013  
**Contact:** Human Resources Department  
**Phone:** (612) 673-2282 **Fax:** (612) 673-3989  
**Email Address:** [Susan.gibson@minneapolismn.gov](mailto:Susan.gibson@minneapolismn.gov)

**SELECTION PROCESS:** The examination/selection process for this position may consist of a rating of training and experience and/or an oral examination (100%). Since the examination process may consist of a rating of training & experience, it is to your advantage to be as complete and thorough on your application form, supplemental application (if applicable) and support documentation as is possible. Minimum passing score 70.00.

The Human Resources Department reserves the right to limit the number of persons invited to test or to be invited to successive testing events.

**ELIGIBLE LIST WILL EXPIRE SIX (6) MONTHS AFTER POSTING**  
**The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer**

**FOR OFFICE USE ONLY:** MPEA (CPE); 1/1/11 – 12/31/13; Grade 8; Exempt; Top 3 + rule of list; rs/sg