

Title: Transportation Planning Specialist	Effective Date: June 24, 2017	Grade: XV	Job Category: Professional
Prior Title: Transportation Study Coordinator	Prior Effective Date: May 20, 2011	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position performs analyses of transportation planning activities.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Assist with transportation planning efforts through the acquisition, analyses and presentation of census and other demographic information, including, but not limited to the following:
 - Coordinate with partner agencies the acquisition, maintenance, and appropriate use of census and demographic data for travel demand modeling and air quality planning activities.
 - Prepare demographic profiles of communities and regions for use in planning and environmental documents and public engagement efforts.
 - Acquire and use various databases and analysis systems to present information within the Department and with external partners.
- Develop and produce a statewide demographics and socioeconomic trends report on a regular basis.
- Explore strategies and develop policies that promote better linkage between transportation and land use.
- Assist in the analysis of various transportation performance measures to support long-range planning activities.
- Assist in the preparation and review of transportation planning documents.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in transportation planning or related field. Effective verbal and written communication skills. Experience in transportation planning. Experience with demographic and/or census data analysis. Experience with data queries and GIS preferred. Experience with travel demand modeling preferred. Knowledge of Microsoft Word, Access, Excel, and PowerPoint.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)