
Employee's Name:

Position Control Number:

Division/Work Unit:

Classification Title: Temporary Planner

Working Title:

Prepared By: Ryan Gaug

Appraisal Period: to

EMPLOYEE'S SIGNATURE/DATE

SUPERVISOR'S SIGNATURE/DATE

(this position description accurately reflects my current job)

(this position description reflects the employee's current job)

POSITION PURPOSE

This position exists to assist the Aeronautics Planning Team in delivering two ongoing state-wide planning efforts: MnSASP (Minnesota State Aviation System Plan) and SAEIS (State Airports Economic Impact Study). This position will also assist planning staff in the preparation and review of airport planning documents including, but not limited to: Airport Master Plans, Airport Layout Plans, and Airport Zoning Ordinances. This position will also be responsible to completion of yet to be selected projects and tasks that are in part dependent on the skills of the person in this position.

REPORTABILITY

Reports to: Planning Director Transportation

Supervises:

DIMENSIONS

Budget:

Clientele: MnDOT Aeronautics Staff; Advisory Committees; Airport Sponsors

POSITION**DESCRIPTION B****EMPLOYEE'S NAME:****PCN:****PRINCIPAL RESPONSIBILITIES AND TASKS****Priority Time Discretion****RESPONSIBILITY 1****A 20% D**

Assist in delivery of the MnSASP (Minnesota State Aviation System Plan)

- A. Attend project meetings and prepare summaries documenting action items.
- B. Assist in planning and preparing for internal and external stakeholder meetings.
- C. Prepare public involvement plan.
- D. Review and provide feedback on documents, chapters, technical reports, and other items related to the MnSASP.
- E. Conduct analysis as needed.

RESPONSIBILITY 2**A 20% D**

Assist in delivery of the SAEIS (State Airports Economic Impact Study)

- A. Attend project meetings and prepare summaries documenting action items.
- B. Assist in planning and preparing for internal and external stakeholder meetings.
- C. Review and provide feedback on documents, chapters, technical reports, and other items related to the MnSASP.
- D. Conduct analysis as needed.

RESPONSIBILITY 3**A 10% D**

Assist aviation planning staff in the preparation and review of airport planning documents including, but limited to: Airport Master Plans, Airport Layout Plans, and Airport Zoning Ordinances.

- A. Develop understanding of Zoning Statutes and Rules as well as other state and federal guidance on airport planning.
- B. Review and comment on draft Airport Zoning Ordinances.
- C. Review and comment on draft Airport Master Plans.
- D. Review and comment on draft Airport Layout Plans.

RESPONSIBILITY 4**A 40% D**

Depending on skill set, develop reports, manage projects and/or conduct analysis as directed by Planning Staff. Potential areas of work include:

- A. Statistical analysis of aviation crash location and development of risk contours.
- B. Assist with Navigational Aid Asset Management Planning as well as Long-Range System Planning.
- C. Conduct Ownership Analysis of MnDOT Clear Zone and update associated Policy.
- D. Assist in development of GIS based "Airport Finder" web tool.
- E. TBD

RESPONSIBILITY 5**B 5% B**

Attend required and optional employee/intern training and site visits.

- A. Attend intern specific site visits and tours.
- B. Attend and complete mandatory MnDOT training.
- C. Attend optional intern focused training offerings.

RESPONSIBILITY 6**B 5% D**

Perform other duties as assigned.

- A. Assist in preparation of documents such as power point presentations, one-pagers, website updates, and info graphics.
- B. TBD

POSITION

DESCRIPTION B

EMPLOYEE'S NAME:

PCN:

PRINCIPAL RESPONSIBILTIES AND TASKS

Priority Time Discretion

**POSITION
DESCRIPTION C**

EMPLOYEE'S NAME:

PCN:

RELATIONSHIPS

Under moderate supervision, this position must be able to develop and maintain positive working relations with a diverse group of colleagues and both internal and external customers. Communications with these customers may be by means of personal contact, verbally, and/or in writing. It is essential that a helpful, professional image be projected in contacts, so that effective communications are established, effective working relationships are maintained, and the Department's image is maintained and/or enhanced.

KNOWLEDGES, SKILLS AND ABILITIES

Required:

- Ability to apply basic math and statistics.
- Communication skills: written, oral, presentation and public speaking.
- Clear and articulate communication skills necessary to provide complex technical and theoretical information to a wide variety of audiences.
- Ability to observe, evaluate and draw conclusions.
- Ability to collect, combine, organize and accurately describe available information in the form of reports and letters.

Desired:

- Enrolled in a graduate degree program within the last 12 months in Transportation, Urban Planning, Public Policy, Public Administration, or other similar field
- Strong written and verbal communication skills
- Advanced experience with Microsoft Excel, ArcGIS, and Adobe Creative Suite
- Ability to work independently and seek guidance when needed
- Experience conducting statistical analyses using a variety of methods
- Interest and experience in land-use planning

PROBLEM SOLVING AND CREATIVITY

This position requires excellent organizational skills and the ability to understand the relationships and impacts of data and other information related to the orderly development of the state's aviation system. Work involves variable situations with high rates of substantive change, requiring analytical, interpretive, evaluative and/or constructive thinking to identify alternatives and consequences.

FREEDOM TO ACT

The position requires the ability to work collaboratively as a team member with the regional planners, other members of the Planning and Finance team, and the other sections that comprise the Office of Aeronautics. Most actions should be brought to the supervisor for approval.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS

The physical requirements and environmental conditions described in this section are representative of those that may be required of an employee to successfully perform the job. While performing the duties of this job, the employee is regularly required to sit for more than 2/3 of the work time using a computer and or telephone. Information is also communicated through writing and face-to-face conversations with clients and visitors. The employee uses wrists, hands, and fingers to handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel or crouch. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, ability to adjust focus, color vision and eye/hand coordination. Occasional travel by small aircraft may be needed to attend meetings and/or perform tasks. Occasional evening work may also be required.
