

**STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION**

**POSITION DESCRIPTION A**

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**Employee's Name:**

**Position Control Number:**

**Division/Work Unit:** Office of Transit and Active Transportation / Planning Unit

**Classification Title:** Planner

**Working Title:** Transportation Planning Intern

**Prepared By:** Amber Dallman

**Appraisal Period:** to

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**EMPLOYEE'S SIGNATURE/DATE**

**SUPERVISOR'S SIGNATURE/DATE**

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(this position description accurately reflects my current job)

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

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**POSITION PURPOSE**

To provide professional planning support to the pedestrian, bicycle, and transit planning and evaluation teams with related planning, programming, training and analysis in the Office of Transit and Active Transportation.

**REPORTABILITY**

Reports to: Transportation Program Supervisor

Supervises: No supervisory role

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**DIMENSIONS**

Budget: No budget authority.

Clientele: This position interacts with as directed with the following internal and external stakeholders: MnDOT district planners, modal office directors and staffs, specialty offices, senior management, planners from RDCs and local governments, legislative staff, corridor stakeholders, other state agencies, and the general public.

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**POSITION****DESCRIPTION B****EMPLOYEE'S NAME:****PCN:****PRINCIPAL RESPONSIBILITIES AND TASKS****Priority Time Discretion****RESPONSIBILITY 1 – Assist with the development of walking, bicycling, and transit planning.****A****60%****C**

The position will participate in multi-disciplinary teams and also independently undertake and assist in the development of plans, studies, policies, performance measures, and programs.

1. Prepare of resources and materials discussing various trends related to walking, bicycling and transit planning.
2. Support the development of communications resources and templates for walking, bicycling and transit.
3. Contribute to written reports, power point presentations, graphics, displays, web page content, maps, and other written and verbal communications.

**RESPONSIBILITY 2 – Assist with pedestrian, bicycle, and transit data.****A****30%****C**

The position will support data collection, analysis, and evaluation of pedestrian, bicycle and transit information.

Assignments may include but are not limited to:

1. Assist with statewide implementation of portable and permanent count equipment, mapping and other technical assistance for resources needed for counting
2. Analysis of pedestrian, bicycle, and transit data.
3. Develop templates to summarize data.
4. Assist with the development of statewide bicycle map.
5. Conduct GIS mapping of pedestrian, bicycle, and transit information.

**RESPONSIBILITY 3 – Office and agency activities****C****5%****C**

Contribute to overall activities of the Office of Transit and Active Transportation and MnDOT as assigned, wher exposure and expertise is shared with other efforts in the agency.

1. Attend and participate in staff meetings and office events.
2. Represent the Office on MnDOT committees as assigned.

**RESPONSIBILITY 4– Other duties****C****5%****C**

Perform other duties as assigned.

**POSITION****DESCRIPTION C****EMPLOYEE'S NAME:** Jake Schutt**PCN:** 01116169

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**RELATIONSHIPS**

Human relations skills are important to this position. Working on teams and collaborating with diverse stakeholder interests in order to cause actions and understand others is required. This position must work closely with all others in the office as the person will be assigned to various projects teams. The candidate will be expected to develop and maintain excellent working relationships.

**KNOWLEDGE, SKILLS AND ABILITIES***Required:*

- Working knowledge of the theory and practice of transportation planning.
- Working knowledge of comprehensive planning, including land use and/or economic development.
- Proficiency in the use of statistical analysis with spreadsheet or database applications.
- Knowledge and use of Microsoft Office applications (Outlook, Word, Excel and PowerPoint).
- Verbal and written communication skills sufficient to establish and maintain effective working relationships with management, staff and stakeholders.
- Ability to work as a member of an interdisciplinary and/or intergovernmental team.

*Desired:*

- Enrollment in a master's program, pursuing a degree in planning, geography, urban studies, political science or other related field **AND** professional work experience.
- Knowledge in the application of GIS to planning, research and analysis.
- Professional planning experience working at the local, metropolitan or state level.
- Working knowledge of Adobe Creative Suite, especially InDesign.

**PROBLEM SOLVING AND CREATIVITY**

Within the context of state and federal requirements as well as agency policies and principles, the candidate must apply approaches, techniques, principles, and practices of transportation planning and public administration. Problems encountered in this position result from the difficulty involved in managing competing or contradictory goals in an environment where broad based buy-in is essential to success. Work involves differing situations intended to produce moderate to substantial change which may have new or unusual elements, requiring considerable innovation.

**FREEDOM TO ACT**

This position is empowered to act within the practices and procedures established for planning and programming within the Department. The position receives periodic review from a supervisor.

**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.

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