

# Wasatch Front Regional Council

## Job Description

Job Title:	<b>Administrative Assistant</b>	Job Code:	211
Effective Date:	07/04		
Last Revised:	03/13		

### GENERAL PURPOSE

Performs a variety of working level administrative and complex clerical duties designed to expedite administrative and executive functions of the office of the Administrative Support Group and Executive Director.

### SUPERVISION RECEIVED

Works under the close to general supervision of the Administrative Support Coordinator.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

#### Receptionist:

Serves as receptionist and operates telephone reception equipment; receives incoming phone calls, answers questions, takes messages, provides factual information, and refers calls to appropriate groups and offices; oversees metering of postage; provides walk-in and calling public with information related to various services; monitors all incoming mail requiring executive action and signatures, tracks signature status and assures proper document processing.

#### Administrative Support:

Performs general administrative duties for agency staff; prepares correspondence, memos and related communications; prepares meeting presentations using PowerPoint or similar graphics and presentation software; develops print-ready materials for publication and distribution; prepares manuscripts, forms, tables; proofreads materials for spelling, grammar, punctuation and correct terminology; establishes consistent and correct format for correspondence and manuscripts; handles confidential correspondence; sets up and maintains files for various documents and records.

Provides administrative support to the Council and other assigned committee(s); prepares meeting agendas and packets; on an ongoing basis collects and organizes materials essential to the preparation of agendas and packets for regularly scheduled meetings; attends meetings and takes minutes; prepares official records and minutes for review and distribution.

#### Miscellaneous:

Makes bank deposits, purchases office supplies, maintains records; provides assistance on various complex administrative projects.

Performs related duties as required

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience

A. Graduation from high school plus two (2) years of specialized training in general office practices and procedures, PC operation and various software applications;

AND

B. Three (3) years of responsible experience related to above duties;

OR

C. An equivalent combination of education or experience.

**2. Knowledge, Skills, and Abilities:**

Working knowledge of general office maintenance and practices; filing systems (alpha and numeric), recording and filing procedures and methodologies; letter composition, grammar, spelling and punctuation; operation of standard office equipment; basic mathematics; interpersonal communication skills and telephone etiquette; basic public relations.

Ability to communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; effectively deal with stress caused by strict deadlines and work volume; exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative and executive information; perform basic mathematical calculations; operate personal computer (windows) in utilizing various programs (MS Word, Excel, , Power Point, etc.) to produce or compose formal documents, reports and records; establish and maintain comprehensive records and files; operate standard office equipment; develop effective working relationships with supervisors, fellow employees, and the public.

**3. Special Qualifications:**

Type 60 WPM.  
Basic computer knowledge.

**4. Work Environment:**

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, but do require frequent walking, standing, stooping, sitting, reaching and occasional lifting. Talking, hearing and seeing are essential physical capabilities of the position. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Wasatch Front Regional Council

## Job Description

### AREA COORDINATOR POSITION

#### SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Executive Director.

#### SUPERVISION EXERCISED

Supervises and coordinates work of an assigned group of employees.

#### ESSENTIAL FUNCTIONS

Manages team performance; aligns strategic direction of the organization with the administrative support group by incorporating executive goals into team performance plan(s); periodically meets with group members to communicate vision and direction, provide motivation, resolve team issues and maintain teamwork harmony; facilitates and coordinates the development of individual team member performance plans, goals, measures and standards; ensures team member performance accountability; reviews performance and makes recommendations affecting job retention, advancement and discipline.

Coordinates team development; develops and conducts or delegates the delivery of staff training; reviews and determines work procedures; evaluates technical and non-technical skill requirements and promotes skills development through in-service training or outside workshops; participates in the recruitment and selection of area staff.

Coordinates and manages the delivery of administrative support to other organization groups, i.e., Forecasting, Long Range Planning, Short Range Planning, Community Development and Technical Support; facilitates sharing and managing of group resources and staffing; manages or facilitates communication with agency customers as needed; monitors expenditures to assure compliance with established budget allocations and constraints.

Assumes overall responsibility for group performance and achievement; performs as a project contributor or leader as needed; works to maintain individual group member commitment to the shared vision of the group and organization; builds and communicates trust; is responsive to group member needs, interests and recommendations.

#### MINIMUM QUALIFICATIONS

##### Knowledge, Skills, and Abilities:

Thorough knowledge of area of group responsibility.

Considerable skill in the art of diplomacy and cooperative problem solving, public speaking and making oral presentations; leadership and organizational behavior management; consensus building; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and agency customers.

# Wasatch Front Regional Council

## Job Description

Job Title:	<b>Chief Financial Officer</b>	Job Code:	200
Effective Date:	07/04		
Last Revised:	03/13		

### GENERAL PURPOSE

Performs a variety of advanced, complex professional duties related to the supervision, control and interpretation of the financial and budgeting process. Also performs a variety of administrative and managerial duties related to planning, directing, organizing, and coordinating the functions of the Administrative Support Group; including property management, human resources, and information systems.

### SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Executive Director.

### SUPERVISION EXERCISED

Provides coordinating support and operational supervision to the Human Resource staff, Accounting support staff, Executive Assistant(s) and Administrative Assistant(s).

### ESSENTIAL FUNCTIONS

#### Financial and Budgeting Management:

Evaluate, develop, and recommend fiscal policy that will result in sound fiscal management. Analyze, interpret, and communicate financial operating results to provide information to the Council, Executive Director and Leadership Team. Maintain all official accounting records in conformance with generally accepted government accounting principles. Design the General Ledger chart of accounts (codes) to ensure accurate classification of all financial transactions. Supervise and maintain payroll operations to ensure efficient handling of employees' pay, deductions and benefits payments. Oversee accounts payable and cash receipts operations to ensure compliance with policies and regulations. Evaluate and develop internal controls in financial and cash handling matters. Manages contract processes and procedures.

Coordinate the annual audit and prepare the Council's Annual Financial Report.

Prepare the annual budget in coordination with the Leadership Team including preparing projections for salaries, benefits and other costs and forecasting revenues. Prepare and documents periodic amendments to the budget in compliance with federal and state requirements. Make recommendations regarding use of Council's assets in relation to its budget and operating goals.

Manage agency cash flow processes; track and monitors various cash balances;; determines investment alternatives and makes investments as allowed by the Utah State Money Management Act; prepares timely requests for collection of reimbursements and related funding; calculates and assures timely disbursements.

#### Information Systems Management:

Coordinates and assists in the management and maintenance of the agency information management system; supervises staff engaged in the installation and maintenance of hardware, i.e., servers, network, and related computers with peripherals;

#### Human Resource Management:

Responsible for organizing, directing and coordinating human resource activities including, recruitment, selection, classification, compensation and employee benefits. Ensure compliance with all applicable employment laws and regulations including FLSA, FLMA, HIPPA, ADA, EEO, E-Verify, etc. Make recommendations for personnel policy changes. Maintain and update employee handbook. Maintain salary schedules including periodic review of market competitiveness. Review employee benefits and negotiate with benefit providers for best price versus best value. Counsel employees and provide learning opportunities regarding their benefits to help them make the best choices for their individual circumstances. Maintain employee personnel files and employment review processes.

Perform related duties as required.

**MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

- A. Graduation from college with a bachelor's degree in accounting, finance, business administration or related;
- AND
- B. Eight (8) years of responsible experience related to above duties; two (2) years of which must have been in a supervisory capacity;
- OR
- C. An equivalent combination of education or experience.

**2. Knowledge, Skills, and Abilities:**

Thorough knowledge of generally accepted government accounting principles practices and procedures (GAAFR, GAAP and GASB); public finance and fiscal planning; agency organizations and department operations including applicable laws and regulations; internal control principles and methods of application; budgeting, accounting and related statistical procedures; State Retirement System; various revenue sources available to local governments including state and federal sources; local investment options and opportunities; procurement policies and practices; general office maintenance and practices; personnel management practices and procedures; computer accounting applications and various software financial programs; business and technical writing; operation of standard office equipment; mathematics and advanced accounting; interpersonal communication skills and telephone etiquette; public relations. Considerable knowledge of computer technologies; principles of organizational design, supervision. Considerable knowledge of contract law.

Considerable skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and agency customers. Skill in the operation of basic office equipment.

Ability to analyze a variety of financial problems and make recommendations; analyze complex accounting problems and make standard adjustments; prepare and analyze complex financial reports; operate various types of standard office equipment; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

**3. Special Qualifications:**

Must be bondable.

**4. Work Environment:**

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which do not generally require muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Wasatch Front Regional Council

## Job Description

Job Title:	<b>Community Outreach Coordinator</b>	Job Code:
Effective Date:	04/19	Pay Grade:
Last Revised:	04/19	

### GENERAL PURPOSE

Performs a variety of working level administrative community outreach activities designed to increase awareness of WFRC products and services with planning partners and the public

### SUPERVISION RECEIVED

Works under the close to general supervision of the Director of Operations.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Assist and engage in WFRC governmental affairs, communications, and public outreach functions. Responsible for tracking legislation and participating and organizing regular legislative meetings during the legislative session. Responsible for organizing and tracking contact information for legislators and key staff in the region (state and federal) as appropriate during legislative session and at other times. Provide support in the planning of major public outreach events. Create opportunities to engage with communities and act as an ambassador for WFRC to various stakeholder groups and organizations. Coordinate exhibit booths at events that include reserving, registering staff, set-up and take down and coordination with partners. Coordinate the annual TIP site visits for the short-range programming group. Coordinate the RTP/Vision workshops. Ensure RTP process has broad engagement with organizations and stakeholders. May assist with or create audio/visual presentations for various meetings. Track and report outreach efforts. Track and organize public comments for TIP and RTP. Follow status of significant studies and projects throughout the region. Maintain WFRC contacts data base. Maintain a communications contact spreadsheet to track communication efforts. Organize office-wide conference registrations. Provide information and links for files that require retention.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience

- A. Associate degree in Communications, Marketing, Business or related field;
- AND
- B. Three (3) years of responsible experience related to above duties;
- OR
- C. An equivalent combination of education or experience.

#### 2. Knowledge, Skills, and Abilities:

Outstanding written and verbal communication and presentation skills; comprehensive knowledge of social media and other basic communication platforms; detail oriented with the ability to manage multiple projects at a time; maintain a friendly, enthusiastic, and positive work attitude; work independently in meeting various time deadlines and work pressures; effectively deal with stress caused by strict deadlines and work volume; exercise initiative, independent judgment and to act resourcefully under varying conditions; operate personal computer (windows) in utilizing various programs (MS Word, Excel, Power Point, Constant Contact, etc.) to produce or compose formal documents, maintain contact information, reports and records; establish and maintain comprehensive records and files; develop effective working relationships with supervisors, fellow employees, planning partners and the public.

#### 3. Special Qualifications:

None.

**4. Work Environment:**

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, but do require frequent walking, standing, stooping, sitting, reaching and occasional lifting. Talking, hearing and seeing are essential physical capabilities of the position. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Wasatch Front Regional Council

## Job Description

Job Title:	<b>Deputy Director</b>	
	Effective Date:	07/05
Last Revised:	12/08	

### **BASIC FUNCTION**

Help plan, organize, direct and administer the activities of the Council. Coordinate with agencies, groups and individuals affected by, involved with, contributing to, or affected by the council's goals and programs.

### **SUPERVISION REQUIRED**

Works under the direction of the Executive Director

### **SUPERVISION EXERCISED**

Council staff.

### **DUTIES**

The Deputy Director is responsible for overseeing the performance evaluation process for the staff, coordinating the activities of the Leadership Team, and providing support for all Council plans and programs. The Deputy Director will assist the Executive Director as directed in any of the following areas:

Direct and administer the functions of metropolitan area regional council; assist elected officials in arriving at consensus on complex issues and on establishing policy; perform program administration and budgeting; negotiate and administer contracts; communicate council policies and program information to legislative, executive and judicial officials; perform public information activities; provide technical and administrative assistance to political subdivisions; assist units of local government in establishing policy.

### **MINIMUM QUALIFICATIONS**

#### **1. Knowledge, Skills, and Abilities**

Knowledge of the principle of administration, including personnel, budgeting, training and organization; knowledge of the principles and practices of physical, socio-economic, human resources and environmental planning; knowledge of requirements of federal, state and locally funded programs; ability to communicate effectively both in oral and written form; ability to plan, organize, implement and evaluate programs and projects; ability to plan and supervise the work of others; ability to exhibit tact, courtesy and wisdom; ability to establish and maintain effective working relationships with subordinates and the public.

#### **2. Education and Experience**

Masters degree in engineering, urban and regional planning or related field and ten (10) years experience in urban or regional planning part of which must be in administration and supervision of federal, state and locally funded programs; or any equivalent combination of education and experience, substituting on a year for year basis.



**Wasatch Front Regional Council**  
Job Description

Job Title:	<b>Executive Assistant</b>	Job Code:	210
Effective Date:	07/04		
Last Revised:	03/13		

**GENERAL PURPOSE**

Performs a variety of administrative and full performance complex secretarial duties designed to expedite administrative and executive functions of the office of the Administrative Support Group and Executive Director.

**SUPERVISION RECEIVED**

Works under the general guidance and direction of an Area Coordinator and the Executive Director.

**SUPERVISION EXERCISED**

May provide close supervision to Administrative Assistant(s) while in training or on a project-by-project basis.

**ESSENTIAL FUNCTIONS**

**Team Leader:** Performs as an Administrative Support Team Leader; recommends work procedures, and expedites workflow; makes recommendations to improve efficiency and effectiveness of administrative support functions; may coordinate projects or assign projects; may monitor work for exactness, neatness, and conformance to policies and procedures and quality standards; monitors team customer service efforts and generally directs team activities to achieve effective customer relations. Facilitates communication between the Administrative Team to be sure they are providing the appropriate services in a timely manner so that their efforts make a significant contribution to the overall success of the organization.

**Administrative Support:** Provides administrative support for agency staff; prepares correspondence, memos and related communications; reviews content for accuracy and completeness; makes grammatical and technical changes to content as needed.

May monitor or schedule travel arrangements for staff; contact travel agencies, airlines or other public transportation companies; and deliver travel information, as needed.

**Communication for WFRC Committee Meetings / Staff Information Officer:** Provides administrative and secretarial support to assigned committee(s); prepares and mails committee meeting agendas and packets; on an ongoing basis collects and organizes materials essential to the preparation of agendas and packets for regularly scheduled committee meetings; attend meetings and take minutes; prepare official records and minutes for review and distribution.

**Compliance Administration:** Maintains a schedule of tasks associated with the compliance with federal and state requirements. Follows up with staff assigned to those tasks and makes the schedule available to Council when requested.

**Support for Executive Director:** Provide administrative and clerical support to the Executive Director and various elected and agency officials. Assist the Executive Director in completing or maintaining confidential communications. Arrange meetings and conferences and provide coordination when requested. Perform related duties, as requested. Maintains Executive Director's calendar.

**Calendar:**

Maintain office and conference room calendars. Schedule and coordinate meetings and appointments.

Perform related duties as required.

**MINIMUM QUALIFICATIONS**

**1. Education and experience**

- A. Associate degree or two or more years of specialized training.  
AND
- B. Five (5) years of responsible experience related to above duties;  
OR
- C. An equivalent combination of education or experience.

**2. Knowledge, Skills and Abilities:**

Considerable knowledge of general office maintenance and practices; letter composition, grammar, spelling and punctuation; operation of computer and various software programs, including but not limited to, , Power Point, Word, Access, and Excel,. Basic mathematics; basic accounting or bookkeeping; interpersonal communication skills and telephone etiquette; basic public relations. Ability to communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; effectively deal with stress caused by strict deadlines and work volume; exercise initiative; make independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative and executive information; perform basic mathematical calculations, operate personal computer (windows) in utilizing various programs (listed above) to produce or compose formal documents, reports and records. Ability to establish and maintain effective working relationships with supervisors, fellow employees, and the public. Understanding of management concepts. Ability to organize time and work; ability to exercise initiative and judgment. Resourceful, quick learner, and able to work independently as well as in a team environment with a variety of projects. Ability to operate standard office equipment.

**3. Special Qualifications**

Type 60 wpm  
Extensive computer knowledge.

**4. Work Environment**

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, but does require frequent walking, standing, stooping, sitting, reaching and occasional lifting. Talking, hearing and seeing are essential physical capabilities of the position. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Wasatch Front Regional Council

## Job Description

Job Title:	<b>Executive Director</b>
Effective Date:	01/03
Last Revised:	12/08

### **BASIC**

Plan, organize, direct and administer the activities of the Council. Liaise with agencies, groups and individuals affected by, involved with, contributing to, or affected by the council's goals and programs.

Terms of employment for this position are governed by the By-laws of the Council and by the negotiated employment contract.

### **SUPERVISION REQUIRED**

Works under the direction of the Council.

### **SUPERVISION EXERCISED**

All Council staff.

### **DUTIES**

Direct and administer the functions of metropolitan area regional council; assist elected officials in arriving at consensus on complex issues and on establishing policy; perform program administration and budgeting; negotiate and administer contracts; communicate council policies and program information to legislative, executive and judicial officials; perform public information activities; provide technical and administrative assistance to political subdivisions; assist units of local government in establishing policy.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities:**

Knowledge of the principle of administration, including personnel, budgeting, training and organization; knowledge of the principles and practices of physical, socio-economic, human resources and environmental planning; knowledge of requirements of federal, state and locally funded programs; ability to communicate effectively both in oral and written form; ability to plan, organize, implement and evaluate programs and projects; ability to plan and supervise the work of others; ability to exhibit tact, courtesy and wisdom; ability to establish and maintain effective working relationships with subordinates and the public.

#### **Education and Experience**

Masters degree in engineering, urban and regional planning or related field and ten (10) years experience in urban or regional planning part of which must be in administration and supervision of federal, state and locally funded programs; or any equivalent combination of education and experience, substituting on a year for year basis.



**Wasatch Front Regional Council**  
Job Description

Job Title:	<b>Human Resource Administrator / Accounting Support</b>	Job Code:	210
Effective Date:	07/04		
Last Revised:	03/19		

**GENERAL PURPOSE**

Performs a variety of Human Resource duties related to benefits administration and regulatory requirements as they relate to existing, newly hired or terminated employees. Performs a variety of duties related to accounts payable, payroll reporting and accounting records maintenance.

**SUPERVISION RECEIVED**

Works under the direction of the Chief Financial Officer.

**SUPERVISION EXERCISED**

None

**ESSENTIAL FUNCTIONS**

**Human Resources:** Responsible for processing paperwork that supports regulatory and administrative requirements for newly hired or terminated employees. Assists in the hiring process by placing ads, gathering resumes and scheduling interviews. May participate in the interview process. May assist senior management with strategic staffing issues. May assist employees with work-related issues. Assists new and existing employees with selecting and understanding benefits as may be offered by the WFRC. Keeps employee records up to date by processing status changes in a timely manner. Provides periodic educational opportunities (e.g. benefits fair, Healthy Utah screenings, EAP brown bags) for staff regarding benefits and other work/life topics. May gather and transmit payroll data to the payroll processing service and distribute pay stubs. May assist with personnel policy updates.

**Accounting Support:** Collects monthly timesheets and expense reports. Ensures all documents are accurate, and complete with the appropriate approvals. Ensures all calculations are correct and all requested reimbursements are allowed to be reimbursed per WFRC policy. Responsible for collecting, assembling and tracking purchase orders, consultant contracts, receipts or receiving documentation, and invoices. Responsible for ensuring that all expenses submitted through the Accounts Payable process are complete, accurate and have the required approvals. Responsible for printing checks generated by the Accounts Payable system, obtaining the necessary signatures on the checks before disbursement to vendors. Makes sure all vendors submit a properly completed W-9 form for WFRC files. Makes sure all vendor files are complete.

Maintains accounting files that include working papers, bank statements and reconciliations, approved payroll journals and travel expense reimbursements, funding contracts, consultant contracts, etc. Work closely with employees involved in managing contracts to get all invoices for year-end accounted for in a narrow timeframe. Assists CFO with assembling support documentation for the annual audit of the Council's financial records and dissemination of the completed audit report. Set-up a new fiscal year which consists of making new electronic and hard copy files for all of the accounting.

Perform related duties as required.

**MINIMUM QUALIFICATIONS**

**1. Education and experience**

- A. Associate degree or two or more years of specialized training.  
AND
- B. Five (5) years of responsible experience related to above duties;  
OR
- C. An equivalent combination of education or experience.

## 2. **Knowledge, Skills and Abilities:**

Considerable knowledge of general office practices; letter composition, grammar, spelling and punctuation; must excel in the operation of computer and various software programs, including but not limited to, Word, Access, and Excel. Good understanding of personnel regulations; WFRC benefits programs; basic mathematics and basic bookkeeping. Understanding of interpersonal communication skills and telephone etiquette; and basic public relations.

Ability to communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; effectively deal with stress caused by strict deadlines and work volume; exercise initiative; independent judgement and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative and executive information; perform basic mathematical calculations, operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records. Ability to establish and maintain effective working relationships with supervisors, fellow employees, and the public. Understanding of management concepts. Ability to organize time and work; ability to exercise initiative and judgement. Resourceful, quick learner, and able to work independently as well as in a team environment with a variety of projects. Ability to operate standard office equipment.

## 3. **Work Environment**

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, but does require frequent walking, standing, stooping, sitting, reaching and occasional lifting. Talking, hearing and seeing are essential physical capabilities of the position. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

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# Wasatch Front Regional Council

## Job Description

Job Title:	Intergovernmental Coordinator	Job Code:	300
Effective Date:	07/04		
Last Revised:	03/13		

### GENERAL PURPOSE

Performs a variety of professional, administrative and managerial duties related to planning, directing, organizing, and coordinating the delivery of staff assistance to the Salt Lake County Council of Governments; serves as Executive Secretary to the SLCoCOG.

### SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Salt Lake County Council of Governments and an Area Coordinator.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Provides administrative and technical support to the Salt Lake County Council of Governments and its committees; serves as a resource and assures agency and staff awareness of council issues, priorities and programs; assures timely delivery of service to the COG; organizes and prepares meeting agendas; attends monthly executive meetings, prepares meeting agenda, records meeting minutes and produces formal meeting record, facilitates discussion, delivers technical presentations to apprise and inform committee members; assists in the assessment of issues and the formulation of recommendations; conducts training related to planning or funding processes.

Prepare budgets, work programs, applications and contracts for funding for the approval of the Salt Lake County Council of Governments (COG); represent the COG in meetings on technical and citizen committees and with the public; organize and direct meetings of local government officials; prepare progress reports and technical reports on the activities of the COG; work with officials of the various departments of city and county government to coordinate activities; research issues of importance to officials of local governments; research administrative and technical issues and make presentations on such to the Regional Council and COG; perform more difficult or responsible tasks as may be appropriate to aid in the development of the employee for future advancement.

Provides staff support to various assigned committees; gathers data for publication of material to educate and inform officials and the general public.

Participates in the promotion of programs and projects engaged by the SLCoCOG; organizes luncheons for the timely discussion of issues;; delivers presentations to inform and educate and assist in general decision making.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

- A. Graduation from college with a bachelor's degree in Public Administration, Urban Planning or related field;
- AND
- B. Eight (6) years of responsible experience related to above duties;
- OR
- C. An equivalent combination of education or experience.

**2. Knowledge, Skills, and Abilities:**

Thorough knowledge of state and local government; transportation planning processes; regulations governing metropolitan planning organizations (MPOs). Knowledge of computer technologies; principles of organizational design, supervision. Working knowledge of contract law.

Considerable skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and agency customers. Skill in the operation of basic office equipment.

Ability to plan, develop, implement and evaluate programs or projects; exercise good judgment in evaluating intergroup situations; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

**3. Special Qualifications:**

None.

**4. Work Environment:**

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which do not generally require muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel may be required of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Wasatch Front Regional Council

## Job Description

Job Title:	Public Information Officer	Job Code:	400
Effective Date:	07/04		
Last Revised:	03/13		

### GENERAL PURPOSE

Performs a variety of professional, administrative and managerial duties related to planning, directing, organizing, and coordinating the delivery and development of public involvement events and strategies to ensure quality conformance of the Short Range and Long Range Plan. Acts as press, legislative and congressional liaison.

### SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Executive Director.

### SUPERVISION EXERCISED

May serve as an Area Coordinator or Team Leader; establishes team priorities.

### ESSENTIAL FUNCTIONS

Represents the agency to various councils of governments and task forces; serves as a resource and assures agency and staff awareness of council issues, priorities and programs; assures timely delivery of service to the COGs.

Directs and performs the development, preparation and implementation of public involvement for the Long Range Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP); describes various processes for the education of the general public, executives, public entities and target populations to ensure conformance of the RTP and TIP with established standards and regulations.

Develops logistical plans and orchestrates multiple public involvement events in preparation for the writing of the Plan(s); documents public involvement, activities and comments; summarizes the results of various events and describes the impact of events on the preparation of the plan; offers and drafts response to public comments related to various aspects of proposed projects requiring technical analysis and staff coordination; secures physical locations for scheduled events and coordinates with other transportation agencies.

Prepares written and verbal communications to WFRC partners and stakeholders for public distribution through newspaper, city newsletters, websites, public fliers, television, radio and related media avenues; prepares press releases;; acts as WFRC public information officer, responds to calls from media, public and various agencies; reviews and approves changes to WFRC website.

Performs as a political liaison to state legislative and federal congressional delegations; assists with the presentation of various projects and proposals designed to secure resources to support the implementation of various aspects of the long range and short range transportation plans.

Acts as WFRC's public relations officer; serves as point of contact for news media representatives; prepares and distributes press releases; deals with public notification issues requiring politically and publicly sensitive treatment; monitors news media treatment of transportation planning issues and keeps staff apprised of media developments and reports.

Delivers public addresses to community groups, i.e., chambers of commerce, service clubs, minority groups, special interest groups, community councils, etc. informing and educating on transportation issues.

Regularly reviews and evaluates the WFRC's public involvement, public relations, and political liaison efforts and makes recommendations for enhancing them.-

Performs related duties as required.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

A. Graduation from college with a bachelor's degree in Public Administration, Urban Planning, Psychology, Communications, Marketing, Advertising or related field;

AND

B. Six (6) years of responsible experience related to above duties; two (2) years of which must have been in a lead or supervisory capacity;

OR

C. An equivalent combination of education or experience.

### 2. Knowledge, Skills, and Abilities:

Thorough knowledge of public relations practices and methods; state and local government; transportation planning principles and processes; regulations governing metropolitan planning organizations (MPOs); legislative and congressional practices, operation and procedure. Knowledge of computer technologies; principles of organizational design, supervision. Working knowledge of contract law.

Considerable skill in public speaking and technical presentation practices; media relations; in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and agency customers. Skill in the operation of basic office equipment.

Ability to plan, develop, implement and evaluate programs or projects; exercise good judgment in evaluating intergroup situations; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

### 3. Special Qualifications:

None.

### 4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which do not generally require muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel may be required of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Wasatch Front Regional Council

## Job Description

Job Title:	<b>Transportation Engineer I</b>	Job Code:	503
Effective Date:	07/04		
Last Revised:	03/13		

### GENERAL PURPOSE

Performs a variety of professional and complex technical duties as needed to assist in the development and maintenance of long range and short range transportation plans; these may include air quality analysis, transportation and socioeconomic data collection & analysis, GIS data management, travel/transportation/traffic modeling and forecasting.

### SUPERVISION RECEIVED

Works under the close to general supervision of an Area Coordinator or Team Leader.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS (Performs Some Or All Of The Following)

#### Technical Functions:

With oversight, responsible to see a project from concept to completion; support development of analyses, databases, data collection; performs professional engineering requiring the application of transportation engineering principles and the analysis of traffic data essential to the modeling and forecasting process.

Utilizes various spreadsheet applications to analyze information and maintain comprehensive database(s).

Performs complex analysis of agency data to assure plan and program compliance with various programs, i.e., federal air quality and congestion management requirements including recommendations for congestion relief projects and various methods to enhance travel capacity, i.e., transit alternatives (bus, TRAX, ride share, etc.).

Performs annual review and evaluation of proposed Surface Transportation Program (STP), Congestion Mitigation/Air Quality Program (CMAQ), and Transportation Alternatives Program (TAP) projects to assure optimum funding opportunities as part of the TIP.

Participates in strategic planning processes to identify and anticipate future transportation demands.

Utilizes various complex applications to test, evaluate, and maintain relational databases;

Identifies future needs; prepares preliminary estimate of costs for projects on the plan; prepares analysis of transportation funding options; and makes recommendations for improvements as part of the RTP.

#### Administrative Functions:

Interacts occasionally with technical staff of other agencies; performs technical customer support; manages technical advisory committee with some oversight; may deliver technical presentations to apprise and inform committee members; assists in the assessment of issues and the formulation of recommendations; conducts training related to planning or funding processes.

Organizes and prepares meeting agendas and/ or minutes; attends meetings, facilitates discussion, delivers technical presentations to apprise and inform committee members; assists in the assessment of issues and the formulation of recommendations; conducts training related to planning or funding processes.

Performs various management systems duties; conducts technical research on various transportation, transit, and highway issues; gathers data for publication of material to educate and inform officials and the general public;

Updates assigned sections of the regional transportation plan.

Assists in performing various coordinating duties related to the ongoing development and maintenance of the Transportation Improvement Program (TIP) or Regional Transportation Plan (RTP); monitors various phases and processes to assure timely completion and delivery of requests, reports, reviews and recommendations; attends public meetings and compiles records of public comments for proposed projects;

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

- A. Graduation from college with a bachelor's degree in civil engineering or related field;
- AND
- B. No experience necessary:
- OR
- C. An equivalent combination of education or experience.

**2. Knowledge, Skills, and Abilities:**

Some knowledge of Transportation analysis software and/ or computer programming; GIS mapping and analysis; regulations governing metropolitan planning organizations (MPOs); air quality conformity and related issues; socioeconomic data collection and analysis methods; forecasting and modeling processes; GIS software and mapping methods and practices including buffering, spatial joining and geo-processing; traffic data collection and management, transportation system management and demand management strategies; travel model and emission model concepts; various Federal and State guidelines and regulations governing transportation systems. Working knowledge of computer technologies; programming languages and related software applications

Some skill in the art of diplomacy and cooperative problem solving; establishing and maintaining effective working relationships with agency customers. Skill in the operation of basic office equipment; technical writing.

Ability to analyze complex traffic/transportation problems and make timely recommendations; prepare and analyze complex GIS and traffic data, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with supervisors, fellow employees, and the public.

**3. Special Qualifications:**

None.

**4. Work Environment:**

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which do not generally require muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel may be required of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Wasatch Front Regional Council

## Job Description

Job Title:	<b>Transportation Engineer II</b>	Job Code:	502
Effective Date:	07/04		
Last Revised:	03/13		

### GENERAL PURPOSE

Performs a variety of working professional and complex technical duties as needed to assist in the development and maintenance of long range and short-range transportation plans; these may include air quality analysis, transportation and socioeconomic data collection & analysis, GIS data management, travel/transportation/traffic modeling and forecasting.

### SUPERVISION RECEIVED

Works under the general guidance and direction of an Area Coordinator or Team Leader.

### SUPERVISION EXERCISED

Under the supervision of a Team Leader, may serve as a Task Leader in an assigned area of specialization.

### ESSENTIAL FUNCTIONS (Performs Some Or All Of The Following)

#### Technical Functions:

With a little oversight, responsible to see a project from concept to completion; support development of analyses, databases, data collection; performs professional engineering requiring the application of transportation engineering principles and the analysis of traffic data essential to the modeling and forecasting process.

Utilizes various spreadsheet applications to analyze information and maintain comprehensive database(s).

Participates in land use, transportation and air quality modeling process with some responsibility and oversight for one aspect of this process. May participate in various aspects of Congestion Management, TIP and RTP process with some responsibility and oversight for one aspect of this process.

Represents the agency on UTA & UDOT project development teams; provides planning level information and data to the project.

Performs complex analysis of agency data to assure plan and program compliance with various programs, i.e., federal air quality and congestion management requirements including recommendations for congestion relief projects and various methods to enhance travel capacity, i.e., transit alternatives (bus, TRAX, ride share, etc.).

Performs annual review and evaluation of proposed Surface Transportation Program (STP), Congestion Mitigation/Air Quality Program (CMAQ), and Transportation Alternatives Program (TAP) projects to assure optimum funding opportunities.

Participates in strategic planning processes to identify and anticipate future transportation demands.

Utilizes various complex applications to test, evaluate, and maintain relational databases;

Identifies future needs; prepares preliminary estimate of costs for projects on the plan; prepares analysis of transportation funding options; and makes recommendations for improvements as part of the RTP.

#### Administrative Functions:

Interacts more with technical staff of other agencies; performs technical customer support; may have limited interaction with elected officials; manages technical advisory committee with some oversight; may manage consultant contract with some oversight; may deliver technical presentations to apprise and inform committee members; assists in the assessment of issues and the formulation of recommendations; conducts training related to planning or funding processes.

Coordinates with various WFRC committees, subcommittees and task forces.

Organizes and prepares meeting agendas and/ or minutes; attends meetings, facilitates discussion, delivers technical presentations to apprise and inform committee members; assists in the assessment of issues and the formulation of recommendations; conducts training related to planning or funding processes.

Performs various management systems duties; conducts technical research on various transportation, transit, and highway issues; gathers data for publication of material to educate and inform officials and the general public.

Updates assigned sections of the regional transportation plan.

Performs various coordinating duties related to the ongoing development and maintenance of the Transportation Improvement Program (TIP) or Regional Transportation Plan (RTP); monitors various phases and processes to assure timely completion and delivery of requests, reports, reviews and recommendations; attends public meetings and compiles records of public comments for proposed projects.

Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

- A. Graduation from college with a bachelor's degree in civil engineering or related field;
- AND
- B. Three (3) years of responsible experience related to above duties;
- OR
- C. An equivalent combination of education or experience.

### **2. Knowledge, Skills, and Abilities:**

Working knowledge of transportation engineering, land use, air quality, and modeling principles, practices and processes; planning processes and requirements, such as MPO, NEPA, and New Starts; regulations governing metropolitan planning organizations (MPOs); land use, travel demand or air quality modeling software, including inputs and outputs or Highway Capacity Manual; air quality conformity and related issues; socioeconomic data collection and analysis methods; forecasting and modeling processes; GIS software and mapping methods and practices including buffering, spatial joining and ge-processing; traffic data collection and management, transportation system management and demand management strategies; travel model and emission model concepts; various Federal and State guidelines and regulations governing transportation systems. Working knowledge of computer technologies; programming languages and related software applications.

Some skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and agency customers. Skill in the operation of basic office equipment; technical writing.

Ability to quickly learn multifaceted transportation and air quality modeling or CMS, TIP and LRP processes; analyze complex traffic/transportation problems utilizing various programs (Visual Basic, SQL, etc.) and statistics and make timely recommendations; prepare and analyze complex GIS and traffic data, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

### **3. Special Qualifications:**

None.

### **4. Work Environment:**

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which do not generally require muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel may be required of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Wasatch Front Regional Council

## Job Description

Job Title:	<b>Transportation Engineer III</b>	Job Code:	501
Effective Date:	07/04		
Last Revised:	03/13		

### GENERAL PURPOSE

Performs a variety of advanced professional and complex technical duties as needed to assist in the development and maintenance of long range and short range transportation plans; these may include air quality analysis, transportation and socioeconomic data collection & analysis, GIS data management, travel/transportation/traffic modeling and forecasting.

### SUPERVISION RECEIVED

Works under the general guidance and direction of an Area Coordinator.

### SUPERVISION EXERCISED

May serve as a Team Leader in an assigned area of specialization; establishes team priorities.

### ESSENTIAL FUNCTIONS (Performs Some Or All Of The Following)

#### Technical Functions:

Performs professional engineering requiring the application of transportation engineering principles and the analysis of traffic data essential to the modeling and forecasting process.

Utilizes various spreadsheet applications to analyze information and maintain comprehensive database(s).

Assumes responsibility for defensibility of analyses, including documentation and calibration/ validation; may oversee data collection efforts.

Represents the agency on UTA & UDOT project development teams; provides planning level information and data to the project.

Performs complex analysis of agency data to assure plan and program compliance with various programs, i.e., federal air quality and congestion management requirements including recommendations for congestion relief projects and various methods to enhance travel capacity, i.e., transit alternatives (bus, TRAX, ride share, etc.).

Performs annual review and evaluation of proposed Surface Transportation Program (STP), Congestion Mitigation/Air Quality Program (CMAQ), and Transportation Alternatives Program (TAP) projects to assure optimum funding opportunities as part of the TIP.

Participates in strategic planning processes to identify and anticipate future transportation demands.

Utilizes various complex applications to test, evaluate, and maintain relational databases.

Identifies future needs; prepares preliminary estimate of costs for projects on the plan; prepares analysis of transportation funding options; and makes recommendations for improvements as part of the RTP.

#### Administrative Functions:

Coordinates various WFRC committees, subcommittees and task forces; directs specialized committees, such as air quality.

Facilitates interaction between various federal, state and local agencies as needed to expedite decision-making processes; organizes and prepares meeting agenda; attends meetings, facilitates discussion, delivers technical presentations to apprise and inform committee members; assists in the assessment of issues and the formulation of recommendations; conducts training related to planning or funding processes.

Performs various management systems duties; conducts technical research on various transportation, transit, and highway issues; gathers data for publication of material to educate and inform officials and the general public.



Updates assigned sections of the regional transportation plan; prepares agreements/contracts for transportation planning activities; manages various studies or contracts.

Performs various coordinating duties related to the ongoing development and maintenance of the Transportation Improvement Program (TIP) or Regional Transportation Plan (RTP); monitors various phases and processes to assure timely completion and delivery of requests, reports, reviews and recommendations; prepares drafts of conformity determinations; attends public meetings and compiles records of public comments for proposed projects.

Performs related duties as required.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

- A. Graduation from college with a bachelor's degree in civil engineering or related field;
- AND
- B. Six (6) years of responsible experience related to above duties;
- OR
- C. An equivalent combination of education or experience.

### 2. Knowledge, Skills, and Abilities:

Thorough knowledge of transportation engineering, land use, air quality, and modeling principles, practices and processes including understanding of strengths and weaknesses of technical processes; planning processes and requirements, such as MPO, NEPA, and New Starts; regulations governing metropolitan planning organizations (MPOs); land use, travel demand or air quality modeling software, including inputs and outputs and/ or Highway Capacity Manual; air quality conformity and related issues; socioeconomic data collection and analysis methods; forecasting and modeling processes; GIS software and mapping methods and practices including buffering, spatial joining and geo-processing; traffic data collection and management, transportation system management and demand management strategies; various Federal and State guidelines and regulations governing transportation systems. Considerable knowledge of computer technologies; programming languages and related software applications, principles of organizational design, supervision.

Considerable skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and agency customers. Skill in the operation of basic office equipment; technical writing.

Ability to analyze complex traffic/transportation problems and make timely recommendations; prepare and analyze complex GIS and traffic data, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

### 3. Special Qualifications:

None.

### 4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which do not generally require muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel may be required of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Wasatch Front Regional Council

## Job Description

Job Title:	<b>Transportation Engineer IV</b>	Job Code:	500
Effective Date:	07/04		
Last Revised:	03/13		

### GENERAL PURPOSE

Performs a variety of advanced professional and complex technical duties as needed to assist in the development and maintenance of long range and short range transportation plans (primarily RTP and TIP); these may include air quality analysis, transportation and socioeconomic data collection & analysis, GIS data management, travel/transportation/traffic modeling and forecasting.

### SUPERVISION RECEIVED

Works under the general guidance and direction an Area Coordinator.

### SUPERVISION EXERCISED

May serve as an Area Coordinator or Team Leader; establishes team priorities.

### ESSENTIAL FUNCTIONS (Performs Some Or All Of The Following)

#### Technical Functions:

Performs professional engineering requiring the application of transportation engineering principles and the analysis of traffic data essential to the modeling and forecasting process; conducts technical research on various transportation, transit, and highway issues; gathers data for publication of material to educate and inform officials and the general public.

Updates assigned sections of the regional transportation plan.

Directs preparation, update, and maintenance of Regional Transportation Plan (RTP) or Transportation Improvement Program (TIP); prepares agreements/contracts for transportation planning activities; manages various studies and contracts; may provide staff support to Regional Growth Committee or Trans Com.

Assumes overall accountability for group performance and achievement; performs as a project contributor or leader as needed; works to maintain individual group member commitment to the shared vision of the group and organization; builds and communicates trust; is responsive to group member needs, interests and recommendations.

Coordinates work production to expedite the completion of various projects or project phases engaged by the agency; coordinates group member assistance as team members on special projects; provides work essential to the ongoing maintenance and development of long range and short range transportation improvement plans.

Utilizes various spreadsheet applications to analyze information and maintain comprehensive database(s).

Assumes responsibility for defensibility of analyses, including documentation and calibration/ validation; may oversee data collection efforts.

Represents the agency on UTA & UDOT project development teams; provides planning level information and data to the project.

May oversee or perform complex analysis of agency data to assure plan and program compliance with various programs, i.e., federal air quality and congestion management requirements including recommendations for congestion relief projects and various methods to enhance travel capacity, i.e., transit alternatives (bus, TRAX, ride share, etc.).

May oversee or perform annual review and evaluation of proposed Surface Transportation Program (STP), Congestion Mitigation/Air Quality Program (CMAQ), and Transportation Alternatives Program (TAP) projects to assure optimum funding opportunities as part of the TIP.

Participates in strategic planning processes to identify and anticipate future transportation demands.

Utilizes various complex applications to test, evaluate, and maintain relational databases.

Identifies future needs; prepares preliminary estimate of costs for projects on the plan; prepares analysis of transportation funding options; and makes recommendations for improvements as part of the RTP.

**Administrative Functions:**

Leads the preparation of the Unified Planning Work Program and assists in development of the annual budget.

Coordinates various WFRC committees, subcommittees and task forces; may run a specialized committee, such as air quality.

Facilitates interaction between various federal, state and local agencies as needed to expedite decision-making processes. Maintains effective working relationships with appropriate personnel at UDOT, UTA, local governments, and other agencies.

Represents the agency to various councils of governments and task forces; serves as a resource and assures agency and staff awareness of council issues, priorities and programs; assures timely delivery of service to the COGs.

May oversee or perform the various management systems duties.

Attends meetings, facilitates discussion, delivers technical presentations to apprise and inform committee members; assists in the assessment of issues and the formulation of recommendations; conducts training related to planning or funding processes.

Performs various coordinating duties related to the ongoing development and maintenance of the Transportation Improvement Program (TIP) or Regional Transportation Plan; monitors various phases and processes to assure timely completion and delivery of requests, reports, reviews and recommendations; prepares drafts of conformity determinations; attends public meetings and compiles records of public comments for proposed projects.

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

- A. Graduation from college with a master's degree in civil engineering or related field;
- AND
- B. Eight (8) years of responsible experience related to above duties;
- OR
- C. An equivalent combination of education or experience.

**2. Knowledge, Skills, and Abilities:**

Thorough knowledge of transportation engineering, land use, air quality, and modeling principles, practices and processes including understanding of strengths and weaknesses of technical processes; planning processes and requirements, such as MPO, NEPA, and New Starts; regulations governing metropolitan planning organizations (MPOs); land use, travel demand or air quality modeling processes, including inputs and outputs and/ or Highway Capacity Manual and traffic engineering principles; air quality conformity and related issues; socioeconomic data collection and analysis methods; forecasting and modeling processes; GIS software and mapping methods and practices including buffering, spatial joining and geo-processing; traffic data collection and management, transportation system management and demand management strategies; travel model and emission model concepts; various Federal and State guidelines and regulations governing transportation systems. Considerable knowledge of computer technologies; programming languages and related software applications; principles of organizational design and supervision. Considerable knowledge of contract law.

Considerable skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and agency customers. Skill in the operation of basic office equipment; technical writing.

Ability to analyze complex traffic/transportation problems and make timely recommendations; prepare and analyze complex GIS and traffic data, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

**3. Special Qualifications:**

None.

**4. Work Environment:**

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which do not generally require muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel may be required of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Wasatch Front Regional Council

## Job Description

Job Title:	<b>Transportation Modeler I</b>	Job Code:	503
Effective Date:	03/10		
Last Revised:	03/13		

### GENERAL PURPOSE

Performs a variety of professional and complex technical duties as needed to assist in the development and maintenance of travel/transportation/traffic/land use models; applies the models to develop forecasts that support the long range and short range transportation plans (primarily RTP and TIP), including air quality analysis; and assists in transportation and socioeconomic data collection and analysis and GIS data management.

### SUPERVISION RECEIVED

Works under the close to general supervision of an Area Coordinator or Team Leader.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS (Performs some or all of the following)

#### Technical Functions:

With oversight, takes responsibility to see a project from concept to completion; supports development of analyses, databases, data collection; performs professional engineering requiring the analysis of traffic data essential to the modeling and forecasting process.

Performs complex analysis of agency data to assure plan and program compliance with various programs, i.e., federal air quality and congestion management requirements including recommendations for congestion relief projects and various methods to enhance travel capacity, i.e., transit alternatives (bus, TRAX, ride share, etc.).

Operates a travel model to create accurate travel demand forecasts.

Serves as technical resource to consultants for the effective application of agency travel model software.

Utilizes various complex applications to test, evaluate, and maintain comprehensive databases.

#### Administrative Functions:

Interacts occasionally with technical staff of other agencies; performs technical customer support; manages technical advisory committee with some oversight; may deliver technical presentations to apprise and inform committee members; assists in the assessment of issues and the formulation of recommendations; conducts training related to planning or funding processes.

Organizes and prepares meeting agenda and/ or minutes; attends meetings, facilitates discussion, delivers technical presentations to apprise and inform committee members; assists in the assessment of issues and the formulation of recommendations; conducts training related to modeling processes.

Assists in performing various coordinating duties related to the ongoing modeling support of the Transportation Improvement Program (TIP) or Regional Transportation Plan (RTP); monitors various phases and processes to assure timely completion and delivery of requests, reports, reviews and recommendations; attends public meetings.

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

- A. Graduation from college with a bachelor's degree in civil engineering, urban planning, economics, or related field;
- AND
- B. No experience necessary;
- OR
- C. An equivalent combination of education or experience.

**2. Knowledge, Skills, and Abilities:**

Some knowledge of transportation analysis software and/ or computer programming; GIS mapping and analysis; regulations governing metropolitan planning organizations (MPOs); air quality conformity and related issues; socioeconomic data collection and analysis methods; forecasting and modeling processes; GIS software and mapping methods and practices including buffering, spatial joining and geo-processing; traffic data collection and management; travel model and emission model concepts. Working knowledge of computer technologies, programming languages, and related software applications

Some skill in the art of diplomacy and cooperative problem solving; establishing and maintaining effective working relationships with agency customers. Skill in the operation of basic office equipment; technical writing.

Ability to analyze complex traffic/transportation modeling problems and make timely recommendations; prepare and analyze complex GIS and traffic data, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with supervisors, fellow employees, and the public.

**3. Special Qualifications:**

None.

**4. Work Environment:**

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which do not generally require muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel may be required of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Wasatch Front Regional Council

## Job Description

Job Title:	Transportation Modeler II	Job Code:	502
Effective Date:	03/10		
Last Revised:	03/13		

### GENERAL PURPOSE

Performs a variety of working professional and complex technical duties as needed to assist in the development and maintenance of travel/transportation/traffic/land use models; applies the models to develop forecasts that support the long range and short range transportation plans (primarily RTP and TIP), including air quality analysis; and assists in transportation and socioeconomic data collection and analysis and GIS data management.

### SUPERVISION RECEIVED

Works under the general guidance and direction of an Area Coordinator or Team Leader.

### SUPERVISION EXERCISED

May provide close to general supervision to Transportation Modeler I while in training or on a project-by-project basis.

### ESSENTIAL FUNCTIONS (Performs Some Or All Of The Following)

#### Technical Functions:

With a little oversight, takes responsibility to see a project from concept to completion; supports development of analyses, databases, data collection; performs the analysis of traffic data essential to the modeling and forecasting process.

Participates in land use, transportation and air quality modeling process with some responsibility and oversight for one aspect of this process.

Represents the agency on UTA & UDOT project development teams; provides planning level information and data to the project.

Performs complex analysis of agency data to assure plan and program compliance with various programs, i.e., federal air quality and congestion management requirements including recommendations for congestion relief projects and various methods to enhance travel capacity, i.e., transit alternatives (bus, TRAX, ride share, etc.).

Develops and operates a travel model to create accurate travel demand forecasts; modeling dynamic interaction between land use and transportation planning; delivers various reports to apprise and educate elected officials of trends and conditions influencing short term and long range transportation plans.

Serves as technical resource to consultants for the effective application of agency travel model software.

Utilizes various complex applications to test, evaluate, and maintain comprehensive databases.

#### Administrative Functions:

Interacts more with technical staff of other agencies; performs technical customer support; may have limited interaction with elected officials; manages technical advisory committee with some oversight; may manage consultant contract with some oversight; may deliver technical presentations to apprise and inform committee members; assists in the assessment of issues and the formulation of recommendations; conducts training related to planning or funding processes.

Coordinates various WFRC committees, subcommittees and task forces;

Organizes and prepares meeting agenda and/ or minutes; attends meetings, facilitates discussion, delivers technical presentations to apprise and inform committee members; assists in the assessment of issues and the formulation of recommendations; conducts training related to modeling processes.

Performs various coordinating duties related to the ongoing modeling support of the Transportation Improvement Program (TIP) or Regional Transportation Plan (RTP); monitors various phases and processes to assure timely completion and delivery of requests, reports, reviews and recommendations; attends public meetings.

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

- A. Graduation from college with a bachelor’s degree in civil engineering, urban planning, economics or related field;
- AND
- B. Three (3) years of responsible experience related to above duties;
- OR
- C. An equivalent combination of education or experience.

**2. Knowledge, Skills, and Abilities:**

Working knowledge of transportation, land use and air quality modeling principles, practices and processes; planning processes and requirements, such as MPO, NEPA, and New Starts; regulations governing metropolitan planning organizations (MPOs); land use, travel demand or air quality modeling software, including inputs and outputs and/or Highway Capacity Manual; air quality conformity and related issues; socioeconomic data collection and analysis methods; forecasting and modeling processes; GIS software and mapping methods and practices including buffering, spatial joining and ge-processing; traffic data collection and management; travel model and emission model concepts. Working knowledge of computer technologies, programming languages, and related software applications

Some skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and agency customers. Skill in the operation of basic office equipment; technical writing.

Ability to quickly learn multifaceted transportation and air quality modeling processes; analyze complex traffic/transportation modeling problems utilizing various programs (Visual Basic, SQL, etc.) and statistics and make timely recommendations; prepare and analyze complex GIS and traffic data, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

**3. Special Qualifications:**

None.

**4. Work Environment:**

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which do not generally require muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel may be required of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Wasatch Front Regional Council

## Job Description

Job Title:	<b>Transportation Modeler III</b>	Job Code:	501
Effective Date:	03/10		
Last Revised:	03/13		

### GENERAL PURPOSE

Performs a variety of advanced professional and complex technical duties as needed to assist in the development and maintenance of travel/transportation/traffic/land use models; applies the models to develop forecasts that support the long range and short range transportation plans (primarily RTP and TIP), including air quality analysis; and assists in transportation and socioeconomic data collection and analysis and GIS data management.

### SUPERVISION RECEIVED

Works under the general guidance and direction of an Area Coordinator.

### SUPERVISION EXERCISED

Serves as a Task Leader for travel and land use model development or application.

### ESSENTIAL FUNCTIONS (Performs Some Or All Of The Following)

#### Technical Functions:

Performs professional engineering requiring the application of transportation engineering principles and the analysis of traffic data essential to the modeling and forecasting process.

Assumes responsibility for defensibility of analyses, including documentation and calibration/ validation; may oversee data collection efforts.

Represents the agency on UTA & UDOT project development teams; provides planning level information and data to the project.

Performs complex analysis of agency data to assure plan and program compliance with various programs, i.e., federal air quality and congestion management requirements including recommendations for congestion relief projects and various methods to enhance travel capacity, i.e., transit alternatives (bus, TRAX, ride share, etc.).

Develops and operates a travel model to create accurate travel demand forecasts; models dynamic interaction between land use and transportation planning; delivers various reports to apprise and educate elected officials of trends and conditions influencing short term and long range transportation plans.

Serves as technical resource to consultants for the effective application of agency travel model software.

Participates in strategic planning processes to identify and anticipate future transportation demands.

Utilizes various complex applications to test, evaluate, and maintain comprehensive databases.

#### Administrative Functions:

May coordinate various WFRC committees, subcommittees and task forces.

Facilitates interaction between various federal, state and local agencies as needed to expedite decision-making processes; organizes and prepares meeting agenda; attends meetings, facilitates discussion, delivers technical presentations to apprise and inform committee members; assists in the assessment of issues and the formulation of recommendations; conducts training related to planning or funding processes.

Prepares agreements/contracts for transportation modeling activities; manages various studies or contracts.

Performs various coordinating duties related to the ongoing modeling support of the Transportation Improvement Plan (TIP) or Regional Transportation Plan (RTP); monitors various phases and processes to assure timely completion and delivery of requests, reports, reviews and recommendations; attends public meetings.

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

- A. Graduation from college with a bachelor's degree in civil engineering, urban planning, economics or related field;
- AND
- B. Six (6) years of responsible experience related to above duties;
- OR
- C. An equivalent combination of education or experience.

**2. Knowledge, Skills, and Abilities:**

Thorough knowledge of transportation, land use and air quality modeling principles, practices and processes including understanding of strengths and weaknesses of technical processes; planning processes and requirements, such as MPO, NEPA, and New Starts; regulations governing metropolitan planning organizations (MPOs); land use, travel demand or air quality modeling software, including inputs and outputs and/ or Highway Capacity Manual; air quality conformity and related issues; socioeconomic data collection and analysis methods; forecasting and modeling processes; GIS software and mapping methods and practices including buffering, spatial joining and geo-processing; traffic data collection and management. Considerable knowledge of computer technologies; programming languages and related software applications; principles of organizational design, and supervision. Considerable knowledge of contract law.

Considerable skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and agency customers. Skill in the operation of basic office equipment; technical writing.

Ability to analyze complex traffic/transportation modeling problems and make timely recommendations; prepare and analyze complex GIS and traffic data, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

**3. Special Qualifications:**

None.

**4. Work Environment:**

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which do not generally require muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel may be required of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Wasatch Front Regional Council

## Job Description

Job Title:	<b>Transportation Modeler IV</b>	Job Code:	500
Effective Date:	03/10		
Last Revised:	03/13		

### GENERAL PURPOSE

Performs a variety of advanced professional and complex technical duties as needed to lead the development and maintenance of travel/transportation/traffic/land use models; applies the models to develop forecasts that support the long range and short range transportation plans (primarily RTP and TIP), including air quality analysis; and assists in transportation and socioeconomic data collection and analysis and GIS data management.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Executive Director or an Area Coordinator.

### SUPERVISION EXERCISED

Serves as a Team Leader for travel and land use modeling; establishes team priorities.

### ESSENTIAL FUNCTIONS (Performs Some Or All Of The Following)

#### Technical Functions:

Performs professional engineering requiring the application of transportation engineering principles and the analysis of traffic data essential to the modeling and forecasting process; conducts technical research on various transportation, transit, and highway issues; gathers data for publication of material to educate and inform officials and the general public.

Prepares agreements/contracts for transportation modeling activities; manages various studies and contracts.

Assumes overall accountability for team performance and achievement; performs as a project contributor or leader as needed; works to maintain individual team member commitment to the shared vision of the team and organization; builds and communicates trust; is responsive to team member needs, interests and recommendations.

Coordinates work production to expedite the completion of various projects or project phases engaged by the agency; coordinates assistance as a team member on special projects provide work essential to the ongoing maintenance and development of long range and short range transportation improvement plans.

Utilizes various spreadsheet applications to analyze information and maintain comprehensive database(s).

Assumes responsibility for defensibility of analyses, including documentation and calibration/ validation; may oversee data collection efforts.

Represents the agency on UTA & UDOT project development teams; provides planning level information and data to the project.

May oversee or perform development and operation of a travel model to create accurate travel demand forecasts; models dynamic interaction between land use and transportation planning; delivers various reports to apprise and educate elected officials of trends and conditions influencing short term and long range transportation plans.

Serves as technical resource to consultants for the effective application of agency travel model software.

Participates in strategic planning processes to identify and anticipate future transportation demands.

Utilizes various complex applications to test, evaluate, and maintain comprehensive databases.

#### Administrative Functions:

Coordinates various WFRC committees, subcommittees and task forces; may run a specialized committee, such as the travel models advisory committee.

Facilitates interaction between various federal, state and local agencies as needed to expedite decision-making processes. Maintains effective working relationships with appropriate personnel at UDOT, UTA, local governments, and other agencies.

Represents the agency to various councils of government and task forces; serves as a resource and assures agency and staff awareness of council issues, priorities and programs; assures timely delivery of service to the COGs.

Attends meetings, facilitates discussion, delivers technical presentations to apprise and inform committee members; assists in the assessment of issues and the formulation of recommendations; conducts training related to planning or funding processes.

Performs various coordinating duties related to the ongoing modeling support of the Transportation Improvement Plan (TIP) or Regional Transportation Plan; monitors various phases and processes to assure timely completion and delivery of requests, reports, reviews and recommendations; attends public meetings.

Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

- A. Graduation from college with a master's degree in civil engineering, urban planning, economics or related field;
- AND
- B. Eight (8) years of responsible experience related to above duties;
- OR
- C. An equivalent combination of education or experience.

### **2. Knowledge, Skills, and Abilities:**

Thorough knowledge of transportation, land use and air quality modeling principles, practices and processes including understanding of strengths and weaknesses of technical processes; planning processes and requirements, such as MPO, NEPA, and New Starts; regulations governing metropolitan planning organizations (MPOs); land use, travel demand or air quality modeling processes, including inputs and outputs and/ or Highway Capacity Manual and traffic engineering principles; air quality conformity and related issues; socioeconomic data collection and analysis methods; forecasting and modeling processes; GIS software and mapping methods and practices including buffering, spatial joining and geo-processing; traffic data collection and management; travel model and emission model concepts. Considerable knowledge of computer technologies; programming languages and related software applications; principles of organizational design, and supervision. Considerable knowledge of contract law.

Considerable skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and agency customers. Skill in the operation of basic office equipment; technical writing.

Ability to analyze complex traffic/transportation modeling problems and make timely recommendations; prepare and analyze complex GIS and traffic data, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

### **3. Special Qualifications:**

None.

### **4. Work Environment:**

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which do not generally require muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel may be required of the position.

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Wasatch Front Regional Council

## Job Description

Job Title:	<b>Transportation Planner I</b>	Job Code:	513
Effective Date:	07/04		
Last Revised:	03/3		

### GENERAL PURPOSE

Performs a variety of entry level professional and technical duties as needed to assist in the development and maintenance of long range and short range transportation plans; including air quality analysis, geographic, demographic and socioeconomic data collection & analysis, GIS data management, travel/transportation/traffic modeling and forecasting.

### SUPERVISION RECEIVED

Works under the general guidance and direction of an Area Coordinator and/or Team Leader.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS (Performs Some or All of the Following)

#### Technical Functions:

With supervision, performs professional planning tasks requiring the application of transportation planning principles and the analysis of socioeconomic issues, etc.; utilizes various applications to analyze information and maintain comprehensive database(s).

Participates in strategic planning processes to identify and anticipate future transportation demands.

Utilizes various computer applications to test, evaluate, and maintain relational databases; utilizes GIS, statistical, and other analytical applications.

Performs computer data collection from various demographic data sources, i.e., vital statistics, census, workforce services, local public entities, etc., as needed to generate small area socioeconomic data.

Collects GPS data, performs Geocoding; determines workforce and population locations; creates layered maps (i.e., wetlands, rail systems, city boundaries, census data and population); responds to staff requests for the development of data specific maps, converts data through GIS software.

Translates mapping/GIS/GPS data into useable formats; monitors land use to standardize master plan related to zoning regulations.

With supervision, assists in the development of CDBG housing inventory and related surveys.

#### Administrative Functions:

Assists in the assessment of issues and the formulation of recommendations.

Performs various management systems duties; conducts technical research on various transportation, transit, and highway issues; gathers data for publication of material to educate and inform officials and the general public.

Updates assigned sections of the regional transportation plan (RTP); prepares input and conducts analysis utilizing computerized cost planning models.

Coordinates with staff, stakeholders, UTA, UDOT, MAG, FHWA, Envision Utah, etc.; participates in public meetings and compiles records of public comments for proposed projects.

Facilitates interaction between various federal, state and local agencies as needed to expedite the decision-making processes

Assists with the production of the Regional Transportation Plan (RTP), including public input and outreach efforts.

Performs various coordinating functions representing the WFRC related to special studies and specialty planning environments; participates in various consolidated planning processes and transit studies specific to individual counties.

Assists entities in the funding application processes for CDBG money; makes recommendations related to Comprehensive Regional Plans.

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

- A. Graduation from college with a bachelor’s degree in urban planning, economics or related field;
- AND
- B. No experience necessary:
- OR
- C. An equivalent combination of education or experience.

**2. Knowledge, Skills, and Abilities:**

Some knowledge of sensitive political issues common to local government planning processes and projects; transportation planning principles and processes; urban planning methods, models and practices; regulations governing metropolitan planning organizations (MPOs); socioeconomic data collection and analysis methods; forecasting and modeling processes; GIS software and mapping methods and practices; traffic data collection and management, transportation system management and demand management strategies; various Federal and State guidelines and regulations governing transportation systems. Working knowledge of computer technologies and related software applications.

Some skill in cooperative problem solving, working effectively with team members and agency customers. Skill in the operation of basic office equipment; technical writing.

Ability to develop staff reports for decision-making groups; respond in a timely manner to public and client requests; conduct outreach to local governments to secure involvement and participation; analyze land-use/traffic/transportation problems and make timely recommendations; prepare and analyze GIS and traffic data, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; effectively manage allocated resources and time; develop effective professional working relationships with supervisors, fellow employees, public organizations, agencies and the public.

**3. Special Qualifications:**

None.

**4. Work Environment:**

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which do not generally require muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel may be required of the position.

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# Wasatch Front Regional Council

## Job Description

Job Title:	<b>Transportation Planner II</b>	Job Code:	512
Effective Date:	07/04		
Last Revised:	03/13		

### GENERAL PURPOSE

Performs a variety of working professional and technical duties as needed to assist in the development and maintenance of long range and short range transportation plans; including geographic, demographic and socioeconomic data collection & analysis, and GIS data management.

### SUPERVISION RECEIVED

Works under the general guidance and direction of an Area Coordinator and/or Team Leader.

### SUPERVISION EXERCISED

Under the supervision of a Team Leader, may serve as a Task Leader in an assigned area of specialization.

### ESSENTIAL FUNCTIONS (Performs Some or All of the Following)

#### Technical Functions:

With some oversight, performs professional planning requiring the application of transportation planning principles and the analysis of socioeconomic issues, etc.; utilizes various applications to analyze information and maintain comprehensive database(s).

Provides input for travel demand forecasts.

May deliver various reports to apprise and educate elected officials of trends and conditions influencing short term and long range transportation plans; participates in strategic planning processes to identify and anticipate future transportation demands.

Utilizes various computer applications to test, evaluate, and maintain relational databases; utilizes GIS, statistical, and other analytical applications.

With some oversight, may perform complex data collection from various demographic data sources, i.e., vital statistics, census, workforce services, local public entities, etc., as needed to generate small area socioeconomic data; identifies Traffic Analysis Zones (TAZ's), calculates and analyzes growth; maintains annual population and employment estimates; acts as liaison with the Governor's Office of Planning & Budget.

Collects GPS data, performs Geocoding; determines workforce and population locations; creates layered maps (i.e., wetlands, rail systems, city boundaries, census data and population); responds to staff requests for the development of data specific maps, converts data through GIS software.

Translates mapping/GIS/GPS data into useable formats; monitors land use to standardize master plan related to zoning regulations;

Develops CDBG housing inventory and conducts related surveys.

#### Administrative Functions:

May represent the agency to various local professionals, elected officials, general public, council of governments, committees, subcommittees and task forces providing planning assistance.

Delivers technical presentations to apprise and inform committee members; assists in the assessment of issues and the formulation of recommendations.

Performs various management systems duties; conducts technical research on various transportation, transit, and highway issues; gathers data for publication of material to educate and inform officials and the general public.

Updates assigned sections of the regional transportation plan (RTP); prepares input and conducts analysis utilizing computerized cost planning models.

Prepares preliminary estimate of costs for projects on the plan; prepares analysis of transportation funding options.

Performs various coordinating duties and tasks related to the ongoing development and maintenance of the Regional Transportation Plan (RTP) or Transportation Improvement Program (TIP).

Coordinates with staff, stakeholders, UTA, UDOT, MAG, FHWA, Envision Utah, etc.; participates in public meetings and compiles records of public comments for proposed projects.

Participates in the production of the Regional Transportation Plan (RTP), including periodic progress reports and public input and outreach efforts.

Acts as point of contact and serves as liaison between the WFRC, RGC and/or outside agencies; acts as staff to technical committees; monitors various local government projects.

Performs various coordinating functions representing the WFRC related to special studies and specialty planning environments; participates in various consolidated planning processes and transit studies specific to individual counties.

Compiles and maintains capital investment lists and assists entities in the funding application processes for CDBG money; reviews applications and makes recommendation for approval or denial consistent with state, COG and WFRC guidelines; makes recommendations related to Comprehensive Regional Plans.

Manages the community development block grant program for non-entitlement areas, including development of the consolidated plan.

Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

- A. Graduation from college with a bachelor's degree in urban planning, economics or related field;
- AND
- B. Three (3) years of responsible experience related to above duties;
- OR
- C. An equivalent combination of education or experience.

### **2. Knowledge, Skills, and Abilities:**

Working knowledge of sensitive political issues common to local government planning processes and projects; transportation planning principles and processes; urban planning methods, models and practices; regulations governing metropolitan planning organizations (MPOs); socioeconomic data collection and analysis methods; forecasting and modeling processes; GIS software and mapping methods and practices; traffic data collection and management, transportation system management and demand management strategies; various Federal and State guidelines and regulations governing transportation systems. Working knowledge of computer technologies and related software applications.

Some skill in the art of diplomacy and cooperative problem solving, public speaking and making oral presentations leadership and organizational behavior management; consensus building; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and agency customers. Skill in the operation of basic office equipment; technical writing.

Ability to develop staff reports for decision-making groups; respond in a timely manner to public and client requests; conduct effective outreach to local governments to secure involvement and participation; analyze land-use/traffic/transportation problems and make timely recommendations; prepare and analyze GIS and traffic data, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; effectively manage allocated resources and time; develop effective professional working

relationships with executive management, elected officials, supervisors, fellow employees, public organizations, agencies and the public.

**3. Special Qualifications:**

None.

**4. Work Environment:**

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which do not generally require muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel may be required of the position.

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Wasatch Front Regional Council

## Job Description

Job Title:	<b>Transportation Planner III</b>	Job Code:	511
Effective Date:	07/04		
Last Revised:	03/13		

### GENERAL PURPOSE

Performs a variety of advanced professional and complex technical duties as needed to assist in the development and maintenance of long range and short range transportation plans; including geographic, demographic and socioeconomic data collection & analysis, GIS data management, and production of the Regional Transportation Plan (RTP).

### SUPERVISION RECEIVED

Works under the general guidance and direction of an Area Coordinator.

### SUPERVISION EXERCISED

May serve as a Team Leader in an assigned area of specialization; establishes team priorities.

### ESSENTIAL FUNCTIONS (Performs Some or All of the Following)

#### Technical Functions:

Performs professional planning requiring the application of transportation planning principles and the analysis of socioeconomic issues, etc.; utilizes various applications to analyze information and maintain comprehensive database(s).

Provides technical input for travel demand forecasts.

Delivers various reports to elected officials, professionals, and the general public regarding trends and conditions influencing short term and long range transportation plans; manages strategic planning processes to identify and anticipate future transportation demands.

Utilizes various computer applications to test, evaluate, and maintain relational databases; utilizes GIS, statistical, and other analytical applications.

Manages the production and adoption of the Regional Transportation Plan (RTP), including periodic progress reports and public input and outreach efforts; coordinates staff planning effort in producing the final documents with responsibility for specific chapters; responsible for the printing and distribution of the final documents.

Manages complex data collection and analysis on various demographic data sources, i.e., vital statistics, census, workforce services, local public entities, etc., as needed to generate small area socioeconomic data; identifies Traffic Analysis Zones (TAZ's), calculates and analyzes growth and feeds results into travel demand model; develops and maintains annual population and employment estimates; acts as liaison with the Governor's Office of Planning & Budget.

Collects and analyzes GPS data, performs complex GIS analysis; determines workforce and population locations; creates layered maps (i.e., wetlands, rail systems, city boundaries, census data and population); responds to staff requests for the development of data specific maps, converts data through GIS software.

Translates mapping/GIS/GPS data into useable formats; monitors land use to standardize master plan related to zoning regulations.

Develops CDBG housing inventory and conducts related surveys.

#### Administrative Functions:

Represents the agency to various local professionals, elected officials, general public, councils of governments, committees, subcommittees and task forces providing professional planning assistance.

Serves as a resource and assures agency and staff awareness of council issues, priorities and programs; assures timely delivery of service to the COGs; delivers technical presentations to apprise and inform committee members; assists in the assessment of issues and the formulation of recommendations; conducts training related to planning or funding processes.

Performs various management systems duties; conducts technical research on various transportation, transit, and highway issues; gathers data for publication of material to educate and inform officials and the general public.

Updates assigned sections of the regional transportation plan (RTP); prepares input and conducts analysis utilizing computerized cost planning models; prepares agreements/contracts for transportation planning activities.

Prepares preliminary estimate of costs for projects on the plan; prepares analysis of transportation funding options.

Performs various coordinating or team leading duties related to the ongoing development and maintenance of the Regional Transportation Plan (RTP) or Transportation Improvement Program (TIP).

Coordinates phases and processes with staff, stakeholders, UTA, UDOT, MAG, FHWA, Envision Utah, etc.; represents agency at public meetings and compiles records of public comments for proposed projects.

Facilitates interaction between various federal, state and local agencies as needed to expedite the decision-making processes for the awarding of project funding.

Acts as point of contact and serves as liaison between the WFRC, RGC and/or outside agencies; acts as staff to technical committees; prepares description of work and project scope; prepares recommendations for project budgets; monitors various local government projects; facilitates periodic meetings between project sponsors and state agencies; evaluates project progress and provides technical counsel enabling informed decision making by policy makers.

Performs various administrative and coordinating functions representing the WFRC related to special studies and specialty planning environments; participates in various consolidated planning processes and transit studies specific to individual counties.

Compiles and maintains capital investment lists and assists entities in the funding application processes for CDBG money; reviews applications and makes recommendation for approval or denial consistent with state, COG and WFRC guidelines; prepares and recommends project contracts; makes recommendations related to Comprehensive Regional Plans.

Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

- A. Graduation from college with a bachelor's degree in urban planning, economics, or related field;
- AND
- B. Six (6) years of responsible experience related to above duties;
- OR
- C. An equivalent combination of education or experience.

### **2. Knowledge, Skills, and Abilities:**

Considerable knowledge of sensitive political issues common to local government planning processes and projects; transportation planning principles and processes; urban planning methods, models and practices; regulations governing metropolitan planning organizations (MPOs); socioeconomic data collection and analysis methods; forecasting and modeling processes; GIS software and mapping methods and practices; traffic data collection and management, transportation system management and demand management strategies; various Federal and State guidelines and regulations governing transportation systems. Working knowledge of computer technologies and related software applications.

Considerable skill in the art of diplomacy and cooperative problem solving, public speaking and making oral presentations; leadership and organizational behavior management; consensus building; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and agency customers. Skill in the operation of basic office equipment; technical writing.

Ability to develop staff reports for decision-making groups; respond in a timely manner to public and client requests; conduct effective outreach to local governments to secure involvement and participation; analyze complex land-use/traffic/transportation problems and make timely recommendations; prepare and analyze complex GIS and traffic data, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; effectively manage allocated resources and time; develop effective professional working relationships with executive management, elected officials, supervisors, fellow employees, public organizations, agencies and the public.

**3. Special Qualifications:**

None.

**4. Work Environment:**

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which do not generally require muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel may be required of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Wasatch Front Regional Council

## Job Description

Job Title:	<b>Transportation Planner IV</b>	Job Code:	510
Effective Date:	07/04		
Last Revised:	03/13		

### GENERAL PURPOSE

Performs a variety of advanced professional and complex technical duties as needed to assist in the development and maintenance of long range and short range transportation plans; including geographic, demographic and socioeconomic data collection & analysis, GIS data management, and production of the Regional Transportation Plan (RTP).

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Executive Director or an Area Coordinator.

### SUPERVISION EXERCISED

May serve as an Area Coordinator or Team Leader; establishes team priorities.

### ESSENTIAL FUNCTIONS (Performs Some or All of the Following)

#### Technical Functions

Performs professional planning requiring the application of transportation planning principles and the analysis of socioeconomic issues, etc.; utilizes various applications to analyze information and maintain comprehensive database(s).

Directs preparation, update, and maintenance of Regional Transportation Plan or Transportation Improvement Program. May provide staff support to Regional Growth Committee or Trans Com.

May assume accountability for group performance and achievement; performs as a project contributor or leader as needed; works to maintain individual group member commitment to the shared vision of the group and organization; builds and communicates trust; is responsive to group member needs, interests, and recommendations.

Coordinates work production to expedite the completion of various projects or project phases engaged by the agency; coordinates group member assistance as team member on special projects; provides work essential to the ongoing maintenance and development of long range and short range transportation plans.

Assumes responsibility for defensibility of analyses.

Represents the agency on UTA and UDOT project development teams; provides planning level information and data to projects.

Delivers various reports to elected officials, professionals, and the general public regarding trends and conditions influencing short term and long range transportation plans; manages strategic planning processes to identify and anticipate future transportation demands.

Manages the production and adoption of the Regional Transportation Plan (RTP), including periodic progress reports, public input and outreach efforts; coordinates staff planning effort in producing the final documents with responsibility for specific chapters; responsible for the printing and distribution of the final documents.

Manages data collection and analysis on various demographic data sources, i.e., vital statistics, census, workforce services, local public entities, etc., as needed to generate small area socioeconomic data.

Manages strategic planning processes to identify and anticipate future transportation needs.

Represents the agency in contract and funding negotiations; responsible for monitoring and controlling relevant budget items.

**Administrative Functions:**

Directs the preparation of relevant portions of the annual Unified Planning Work Program and assists in the preparation of the annual budget.

Coordinates various committees, subcommittees, and task forces; may run specialized committees.

Represents the agency to various local professionals, elected officials, general public, councils of governments, committees, subcommittees and task forces providing professional planning assistance.

Serves as a resource and assures agency and staff awareness of council issues, priorities and programs; assures timely delivery of service to the COGs; delivers technical presentations to apprise and inform committee members; assists in the assessment of issues and the formulation of recommendations; conducts training related to planning or funding processes.

Prepares agreements/contracts for transportation planning activities.

Prepares preliminary estimate of costs for projects on the plan; prepares analysis of transportation funding options.

Performs various coordinating or team leading duties related to the ongoing development and maintenance of the Regional Transportation Plan (RTP) or Transportation Improvement Program (TIP).

Coordinates phases and processes with staff, stakeholders, UTA, UDOT, MAG, FHWA, Envision Utah, etc.; represents agency at public meetings and compiles records of public comments for proposed projects.

Facilitates interaction between various federal, state and local agencies as needed to expedite the decision-making processes for the awarding of project funding.

Acts as point of contact and serves as liaison between the WFRC, RGC and/or outside agencies; acts as staff to technical committees; prepares description of work and project scope; prepares recommendations for project budgets; monitors various local government projects; facilitates periodic meetings between project sponsors and state agencies; evaluates project progress and provides technical counsel enabling informed decision making by policy makers.

Performs various administrative and coordinating functions representing the WFRC related to special studies and specialty planning environments; participates in various consolidated planning processes and transit studies specific to individual counties;

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

A. Graduation from college with a master's degree in urban planning, economics, or related field;

**AND**

B. Eight (8) years of responsible experience related to above duties; two (2) of which must be with supervisory experience.

**OR**

C. An equivalent combination of education or experience.

**2. Knowledge, Skills, and Abilities:**

Thorough knowledge of sensitive political issues common to local government planning processes and projects; transportation planning principles and processes; urban planning methods, models and practices; regulations governing metropolitan planning organizations (MPO's); socioeconomic data collection and analysis methods; forecasting and modeling processes; GIS software and mapping methods and practices; traffic data collection and management, transportation system management and demand management strategies; various Federal and State guidelines and regulations governing transportation systems. Working knowledge of computer technologies and related software applications.



Considerable skill in the art of diplomacy and cooperative problem solving, public speaking and making oral presentations; leadership and organizational behavior management; consensus building; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and agency customers. Skill in the operation of basic office equipment; technical writing.

Ability to develop staff reports for decision-making groups; respond in a timely manner to public and client requests; conduct effective outreach to local governments to secure involvement and participation; analyze complex land-use/traffic/transportation problems and make timely recommendations; prepare and analyze complex GIS and traffic data, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; effectively manage allocated resources and time; develop effective professional working relationships with executive management, elected officials, supervisors, fellow employees, public organizations, agencies and the public.

**3. Special Qualifications:**

None

**4. Work Environment:**

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which do not generally require muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel may be required of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_