PART I: ORGANIZATIONAL INFORMATION

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Effective Date of Position Description:</th>
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<tbody>
<tr>
<td>Senior Transportation Planner</td>
<td>January 1, 2023</td>
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PART II: POSITION SUMMARY

This section contains a summary of the main responsibilities and requirements for all Senior Planner positions within BRPC. Specific responsibilities and requirements for individual staff persons are described in PART III.

The main responsibilities of this position are:

1. Program / Project Responsibilities:
   - The Senior Planner serves as a staff lead person for multiple complex planning projects. These include:
     - Program / project development, including conceptual development of possible projects, identification of funding sources and grant writing and grant preparation, development of scopes of work and budgets, and coordination with funding agencies or sources;
     - Project implementation, including working with stakeholders, completing project scope of work, and completing project close-out to satisfaction of community, funding agency, and other stakeholders;
     - Project and contract management which includes project budget development and management; development and management of project staff allocations; project scheduling; development, coordination and leadership of project teams; supervision of project staff; contract administration (i.e. amendments, expiration dates); project invoicing; project record keeping; project close-out, including final report and file storage;
     - Development of follow-up activities resulting from the project, including subsequent phases or other high priorities for the community or other stakeholders.

2. Overall Agency Responsibilities:
   - The Senior Planner assists senior management in the overall functioning of the agency which may include some of the following activities:
     - Assistance with the development and monitoring of components of the agency budget;
     - Provide staff support to agency committees;
     - Provide leadership to ongoing outreach activities, including participation in the Community Liaison Program, and other activities, such as the agency newsletter and the website;
     - Provide leadership in developing and administering education and training to local elected officials in their area of expertise;
     - Provide leadership to oversee the organization and management of the agency's material related to their area of expertise;
     - Supervision and guidance to junior staff persons and interns on specific projects;
   - The Senior Planner represents the agency and serves as a spokesperson for BRPC and its programs and policies, particularly with federal, state, regional and local governments, agencies, and organizations.
   - The Senior Planner participates in the development of BRPC policy and procedural initiatives.
   - The Senior Planner provides technical assistance and guidance to other agency initiatives as well as responds to technical assistance requests from federal, state, regional and local governments, agencies and organizations.

The minimum qualifications for this position are:

Education or training:
   - Master’s Degree in planning from an accredited college or university with at least two years’ experience, preferably at the local or regional level, or equivalent combination of experience and training. At least one year experience managing complex planning projects.

Special licenses, registration or certification:
   - AICP preferred
Knowledge, skills, and abilities of this position:
The Senior Planner should possess the following skills and abilities:
• Strong research and analytical skills, with specific ability to analyze complex public policy issues;
• Ability to plan and manage completion of multiple projects on time and within budget;
• Excellent communication skills, especially the ability to write effectively, to provide guidance to local officials and boards, and provide clear explanations and instructions to other BRPC staff.
• Strong background and skills in a variety of public participation and education techniques.
• Ability to conduct field work and to participate in public meetings in all parts of the region utilizing personal vehicle.
• Must have working proficiency in Microsoft Office programs.
• Strong skills in working with a variety of data and using it efficiently and effectively.

PART III. DETAILED POSITION DESCRIPTION:

<table>
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<tr>
<th>Position Title</th>
<th>Title of Supervisor</th>
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<tr>
<td>Senior Transportation Planner</td>
<td>Transportation Program Manager</td>
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This section contains a description of the main responsibilities and requirements for this specific Senior Transportation Planner position that are in addition to those described in PART II.

1. Program / Project Responsibilities:
• The Senior Transportation Planner assumes a leadership role in transportation planning studies as assigned, which includes developing scope of work, budget, schedule, and staff allocation, performing technical analysis, writing, convening meetings, giving presentations, preparing meeting minutes/summaries and coordinating the work of others.
• Serve as the lead person on electric vehicles and charging equipment including the state requirements and incentives/rebates. Implement Berkshire County’s Electric Vehicle Charging Station Plan.
• Develop and deliver presentations on various transportation topics and initiatives.
• Conduct outreach to further the efforts of BRPC and the transportation team.
• Assist with the preparation of the Regional Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program.
• Prepare and administer surveys for the Transportation Planning section.
• Data collection, compilation and analysis for various transportation initiatives.
• Conduct special studies as identified in the UPWP.
• Address climate change emission reductions from the transportation sector as mandated in the State’s Clean Energy and Climate Plans for 2030 and 2050.
• Address Title VI and Environmental Justice issues, prepare annual reports.
• Provide assistance to the Transportation Program Manager in developing the UPWP, program area initiatives, development review, development of plans or regulations and writing grant applications.
• Work with specific member communities on transportation related projects.
• Engages stakeholders and the public, maintain/update the Public Participation Plan, monitors and implements new virtual public involvement techniques.
• Prepare conceptual plans/drawings depicting proposed improvements to the transportation network.
• Serve as project manager to professional service contracts in support of assigned projects.
• Provide technical assistance and expertise to Berkshire County municipalities relative to transportation planning and traffic engineering matters.
• Coordinate transportation planning with other planning initiatives internal and external to the organization.
• Assist with Complete Streets initiatives and participate in non-motorized transportation efforts/matters.

2. Overall Agency Responsibilities:
• Assumes a leadership role in the Transportation Planning Program by monitoring federal and state transportation initiatives, sharing information and improving staff knowledge and expertise in these areas.
• Review and provide input into the development of transportation elements for community or comprehensive plans.
• Collaborates with other staff or takes lead role on multi-modal transportation planning initiatives.
• Provides technical assistance and expertise to Berkshire County municipalities relative to transportation planning, including transportation data, updates on transportation projects, and comments on transportation impacts of proposed developments and public works projects.
• Manages development of complex transportation related plans and studies, such as corridor plans, specific modal plans (freight, paratransit, bicycle and pedestrian plans) and special studies (safety, parking, etc.).
• Assists with maintaining the Transportation Planning section of BRPC website.
• Conducts public outreach and participates in efforts to improve mobility and mode choices in Berkshire County.
• Grant identification, writing and administration in the described main focus areas to sustain the program in the long term.
• Provide short articles for Common Ground, BRPC’s newsletter.
• Provide administrative support to the Transportation Advisory Committee and the Metropolitan Planning Organization.

The minimum qualifications for this specific position are:

• Ability to conduct transportation planning studies including corridor studies, regional transportation plans and feasibility studies;
• Ability to review transportation aspects of development plans and proposals;
• Basic understanding of state and federal regulations as they pertain to regional transportation financing;
• Familiarity with the use of GIS and representation of spatial data;
• Familiarity with traffic data collection procedures;
• Familiarity with travel demand models and ability to conduct travel forecasting analyses;
• Familiarity with level of service and capacity as they relate to transportation systems and ability to utilize HCS software to conduct these analyses;
• Understanding and experience of multi-modal transportation planning.

The minimum qualifications for this specific position are:

1. Education or training:
   Master's Degree in Planning or closely related field plus two years of directly related transportation planning experience. Experience may be substituted for education.

2. Special licenses, registration or certification:
   a. AICP preferred
   b. Driver's license valid for use in the United States

3. Knowledge, skills and abilities of this position:
   a. Strong interpersonal skills and ability to communicate and work effectively with wide range of individuals;
   b. Developing initiatives from conceptual through implementation stages;
   c. Research and developing transportation grant applications;
   d. Developing transportation elements for comprehensive plans;
   e. Working with public officials, citizen groups and other stakeholders in determining vision and appropriate initiatives to move priority projects forward;
   f. Ability to work with local, regional, state and federal officials and a strong customer orientation;
   g. Excellent written and oral communication skills, particularly in translating technical and bureaucratic terms for citizens and elected officials.
   h. Strong analytic skills in working with a wide variety of information and data and utilizing it effectively in the public decision-making process;
   i. Working proficiency in Microsoft Office programs;
   j. Ability to conduct field work and to participate in public meetings in all parts of the region and to travel outside the region utilizing personal vehicle;
   k. Ability to utilize ArcGIS and other traffic engineering software in support of transportation studies.