



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 2028

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**ADMINISTRATIVE TRANSPORTATION PLANNER**

GRADE O

**SCOPE OF WORK:**

Work involves supervising the Department of Transportation (DOT) Planning Section in the development and implementation of statewide multi-modal transportation plans that provide support and direction to a variety of transportation systems and programs. This position reports to the Director of Planning and Programming.

**DUTIES PERFORMED:**

- Develop the Governor's Long Range Policy Plan; coordinate and identify process, participation and schedule of events leading to the finalization and publication of the plan.
- Provide leadership in consensus building, presentation, and acceptance of the plan.
- Provide guidance to regional boards, interagency groups, committees, organizations, communities, and DOT managers and employees about the plan.
- Oversee the development and implementation of numerous plans, documentation, and management systems that provide support, direction, and focus to a variety of transportation systems and programs such as the Highway Modal Plan, State Rail Plan, Highway Performance Classification System, analysis of impact of ethanol and other value-added processing activities, access-management program, freight-movement and corridor studies, cross-border programs with Canadian and surrounding state agencies, and biennial freight studies
- Assess workflow requirements, develop schedules and deadlines, make assignments to staff on contracts, ensure contract requirements are met.
- Establish and maintain a network of contacts within and outside North Dakota in order to develop systems and programs; develop opportunities to discuss and strategize ways of influencing national and international laws and agendas with respect to transportation.
- Select, assign, and evaluate staff; develop and implement work standards and assign work, implement performance management measures, provide for training and career development,
- Develop the State Planning and Research Program for DOT; develop guidelines and policies in accordance with Federal requirements; review proposals for compliance; develop recommendation for funding; monitor project progress.
- Assist in budgeting and policy development for Division.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in planning, business or public administration, geography or a closely related field, and five years of comprehensive program planning and administration that included supervision of staff.

Eff. Date: 05/08

Rev: 07/12 – Conversion to Hay System