

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

TPO TRANSPORTATION PLANNER

Department: Transportation Planning Organization (TPO)
Pay Grade: 110/112/114
FLSA Status: Exempt
Job Class: 2005
Risk Code: 8810

JOB SUMMARY

This is a professional planning position at the Ocala/Marion County Transportation Planning Organization (TPO). The position includes involvement with the core transportation planning responsibilities of the TPO, database and mapping support, researching planning projects and conducting independent studies.

Transportation Planner I:

- Provides data entry and support to TPO transportation planning studies.
- Assists with the development of the annual TPO Transportation Improvement Program (TIP), including updates, modifications and amendments.
- Develops Geographic Information Systems (GIS) maps, database and related software.
- Assist with the design, development, and coding of custom GIS applications. Support for design and development of project maps and databases as needed by the TPO staff.
- Supports the Preparation of traffic volume and crash maps and databases.
- Prepares maps, visual aids (i.e. charts, graphs) for use in public meetings, the TPO website, as well as to other agencies and the general public as needed.
- Provides support for the annual TPO priority project process.
- Assists with updates and development of the TPO Long Range Transportation Plan (LRTP).
- Provides support for the TPO public involvement process with citizens, stakeholders and partner agencies.
- Assists in preparation for TPO board meetings, Citizens Advisory Committee (CAC), Technical Advisory Committee (TAC) and Transportation Disadvantaged Local Coordinating Board (TDLCB).
- Assists with presentations to the TPO Board, advisory committees, partner agencies and public.
- Maintains crash data, traffic counts, congestion management and performance standards data.
- Provides support for the TPO's partnership role with SunTran and transit planning in the County.

- Attends statewide and local TPO technical training, committees and conferences.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Performs other related job duties as assigned.

Transportation Planner II:

- Provides support to TPO transportation planning studies.
- Develops the annual TPO Transportation Improvement Program (TIP), including updates, modifications and amendments.
- Develops and maintains Geographic Information Systems (GIS) maps, database and related software.
- Responsible for design, development, and coding of custom GIS applications. Responsible for design and development of project maps and databases as needed by the TPO staff.
- Prepares and maintains traffic volume and crash maps and databases.
- Prepares maps, visual aids (i.e. charts, graphs) for use in public meetings, the TPO website, as well as to other agencies and the general public as needed.
- Provides support for the update and development of the TPO Long Range Transportation Plan (LRTP).
- Provides support for the annual TPO priority project process.
- Provides support for the TPO public involvement process with citizens, stakeholders and partner agencies.
- Assists with updates to the TPO website.
- Assists in preparation for TPO board meetings, Citizens Advisory Committee (CAC), Technical Advisory Committee (TAC) and Transportation Disadvantaged Local Coordinating Board (TDLCB).
- Prepares and presents information to the TPO Board, advisory committees, partner agencies and public. Maintains crash data, traffic counts, congestion management and performance standards data.
- Provides support for the TPO's partnership role with SunTran and transit planning in the County.
- Attends statewide and local TPO technical training, committees and conferences.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

Transportation Planner III:

- Provides oversight for the Transportation Improvement Program (TIP). This includes the annual major update and all amendments; serving as project manager;

- involvement with steering committees and the public review process.
- Manages the TPO's Citizen Advisory Committee (CAC) and Technical Advisory Committee (TAC). This includes preparing agendas, coordination with committee chairs and making presentations.
 - Develops the TPO's online interactive Geographic Information Management System (GIS) maps and annual summary reports involving safety and traffic count data.
 - Serves as a point of contact for regional and local multimodal transportation studies. This includes serving on advisory committees or technical groups.
 - Provides support and oversight for the TPO Long Range Transportation Plan and Planning studies.
 - Develops publications and graphics for the TPO's core planning documents.
 - Participates in TPO board meetings, including delivering presentations.
 - Delivers presentations to the general public and stakeholder groups related to the TIP, planning studies, development trends, statutory or rule requirements and status of projects.
 - Interacts with the public and stakeholders, including providing information and technical assistance.
 - Represents the TPO at meetings, conferences and seminars.
 - Provides technical and advisory support to the TPO Director.
 - Serves as an alternate to the TPO Director at the Florida Metropolitan Planning Organization Advisory Council (MPOAC) and Central Florida MPO Alliance.
 - Implements the organization's guiding principles and core values.
 - Performs other related job duties as assigned.

SUPERVISION

Transportation Planner I: This position has no supervisory responsibilities.

Transportation Planner II: This position has no supervisory responsibilities.

Transportation Planner III: This position occasionally functions as a leader worker for a small group of employees in the absence of the TPO Director. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

QUALIFICATIONS

Education and Experience:

Updated: 11/2025

Requirements	Planner I	Planner II	Planner III
Licenses	Valid Florida DL	Valid Florida DL	Valid Florida DL
Education	Bachelor’s Degree in Planning, Public Administration, Architecture, Landscape Architecture, Urban Design, or related field or equivalent.	Bachelor’s Degree in Planning, Public Administration, Architecture, Landscape Architecture, Urban Design, or related field or equivalent.	Master’s Degree in Planning, Public Administration, Architecture, Landscape Architecture, Urban Design, or related field or equivalent.
Experience	One (1) year experience in customer service; or an equivalent combination of education and experience.	Two (2) years’ experience in professional planning; or an equivalent combination of education and experience.	Three (3) years’ experience in professional planning; or an equivalent combination of education and experience. AICP preferred, shall maintain required continuing education requirements.
Pay Grade	110	112	114

Licenses or Certifications:

Possession of a valid, State of Florida driver’s license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret highly complex documents.
- Ability to respond effectively to the sensitive inquiries or complaints.
- Ability to develop presentations and write articles using original or innovative techniques or style.
- Ability to make effective presentations on sometimes complex topics to management, public groups, and/or boards.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to assist with Development of programs, plans, policies, procedures and specifications.
- Experience with word processing, spreadsheet and database development and maintenance is required.
- Experience with Geographic Information Management Systems (GIS), including database management and ability to develop professional maps for public use and display.
- Ability to effectively plan, organize, supervise, and perform research projects.

- Strong organizational skills. Ability to prioritize tasks and meet multiple deadlines.
- Ability to read and interpret legal descriptions.
- Ability to establish and maintain effective working relationships with TPO partner governments and outside agencies.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will frequently be required to sit. Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things. Work involves sitting most of the time. Must be able to lift and or carry up to ten pounds. Requires the ability to differentiate between colors and shades of color.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to be exposed to outdoor weather conditions. The typical noise level for this environment is moderate.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.