Human Resources
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Transportation Planner

JOB CODE	JOB FAMILY	PROFILE
JCP336	**Planning, Development & Protection**	**Transportation Planner**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**April 10, 2026**

The Transportation Planner performs transportation planning functions, including researching and analyzing data and preparing recommendations for management review in accordance with applicable regulations, standards, policies, and procedures.

Job Description

DUTIES AND RESPONSIBILITIES

- Ensures timely and complete reviews of the planning, development, and implementation of transportation-related public works projects.
- Collects, analyzes, interprets, and reports data from crash records, demographic forecasts, traffic models, travel surveys, geographic information systems (GIS), and associated databases. Develops and verifies data and traffic models to address transportation planning issues.
- Develops transportation plans and studies, including multi-modal plans, corridor plans, feasibility studies, and other transportation-related initiatives. Updates existing plans, such as the ADA Transition Plan.
- Reviews development plans and traffic impact assessments for transportation system effects, infrastructure requirements, and compliance with applicable transportation regulations. Assists in development review activities, including record searches, record maintenance, and updates to the Public Works Technical Standards.

- Assists in preparing capital programs for multi-modal transportation projects, including the Capital Improvements Project (CIP) and the Transportation Improvement Program (TIP).
- Establishes and maintains collaborative professional relationships to develop sustainable transportation strategies at the local, regional, and state levels.
- Represents Bernalillo County on various multi-governmental committees.
- Presents transportation-related findings and recommendations at public meetings, including the County Planning Commission (CPC), Bernalillo County Commission (BCC), Technical Coordination Committee (TCC), Metropolitan Transportation Board (MTB), and other public and private organizations.
- Assists in applying for state and federal funding for Bernalillo County projects. Documents and evaluates transportation project needs and associated costs.
- Researches, compiles, and analyzes transportation-related data for communication with citizens, developers, governmental agencies, and other county departments. Assists in public outreach for transportation plans, policies, and projects.
- Negotiates and prepares agreements with governmental agencies for consideration by the Bernalillo County Commission.
- Handles sensitive and/or confidential records, plans, documents, and decisions with discretion and in accordance with confidentiality requirements.
- Understands that not all duties listed may apply to every position; allocations are determined by the time spent performing the essential functions.
- Performs other job-related duties as required or assigned.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s Degree in Business or Public Administration, Planning, Civil Engineering, Geography, Economics, Statistics, Applied Mathematics, or related field.
- Six (6) years of work experience in zoning ordinances and land use regulations, including project management.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Experience with Mid Region Council of Governments (MRCOG), and Rio Metro Regional Transit District (RMRTD), transportation plans and policies preferred.
- Experience with the New Mexico Department of Transportation (NMDOT), transportation plans, and policies preferred.

- Experience in graphics, data collection and statistical analysis and interpretation, report development, and technical writing preferred.
- Experience in the use of GIS with particular expertise in their use in the analysis of socioeconomic information, automatic mapping, facility, and resource management preferred.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Essential job duties are primarily performed indoors in a temperature-controlled environment.
- The primary work surface is an even, dry, carpeted, or tiled floor.
- Works alone primarily, with or without directions. Works with a group at times and with a select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Telephone, calculator, computer, fax machine, and copy machine are used in the performance of essential job duties.
- Various forms of paperwork and office supplies are handled in the performance of essential job duties.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization's Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver's License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.