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Transportation Planner

JOB CODE	JOB FAMILY	PROFILE
JCP256	**Planning, Development & Protection**	**Transportation Planner**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**February 18, 2026**

The Transportation Planner provides support for transportation planning functions by assisting with data collection, basic analysis, and preparation of materials for management review, following established regulations, standards, and procedures.

Job Description

DUTIES AND RESPONSIBILITIES

- Assist with the review of the planning, development, and implementation of transportation-related public works projects.
- Collect, compile, and assist in analyzing data from crash records, demographic forecasts, traffic models, travel surveys, geographic information systems (GIS), and related databases. Support the development and maintenance of data sets and traffic models used in transportation planning analyses.
- Support the development and update of transportation plans and studies, including multi-modal plans, corridor plans, feasibility studies, and other transportation-related initiatives. Assist with updates to existing plans, such as the ADA Transition Plan.
- Assist in reviewing development plans and traffic impact assessments for potential transportation system effects and infrastructure needs. Support development review activities, including record searches, record maintenance, and updates to the Public Works Technical Standards.

- Assist with the preparation of capital programs for multi-modal transportation projects, including components of the Capital Improvements Program (CIP) and the Transportation Improvement Program (TIP).
- Participate in coordination with internal departments and external agencies to support transportation planning efforts and sustainable transportation strategies.
- Attend meetings, committees, and public events alongside senior staff to observe, provide support, and take notes as needed.
- Assist with preparing materials and presentations for public meetings and advisory bodies, including the County Planning Commission, Bernalillo County Commission, and other boards or committees.
- Support state and federal funding efforts by assisting with data collection, documentation, and cost estimates under the guidance of senior staff.
- Respond to routine inquiries and assist with transportation-related research for communication with citizens, developers, governmental agencies, and other county departments. Support public outreach activities for transportation plans, policies, and projects.
- Maintain accurate records and handle sensitive or confidential information in accordance with established policies and procedures.
- Perform other job-related duties as 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.
- Two (2) years of work experience in zoning ordinances and land use regulations.

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 Geographic Information Systems with particular expertise in their use in the analysis of socioeconomic information, automatic mapping, facility, and resource management preferred.

ADDITIONAL REQUIREMENTS

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

- Employee must successfully complete the post-offer employment medical examination and background investigation.
- This position is safety sensitive. Employment is subject to a pre-employment and random drug testing in accordance with all terms and conditions of federal and state rules and regulations regarding alcohol and/or drug testing..
- Employee must comply with the safety guidelines of the County.
- Employee must complete the required FEMA training(s) as assigned to the position.
- Employee must possess a valid New Mexico driver's license by employment date and retain a valid license while employed in this position.

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.