City of North Charleston

Vacancy Notice

Position: Transportation Planner

Department: Planning and Zoning

Pay Grade: 118 ($78,623 - $119,996)

GENERAL STATEMENT OF POSITION

Under general supervision, the Transportation Planner supports or leads various plans, studies, programs and projects in order to facilitate improved transportation conditions for transit, pedestrians, bicyclists and automobiles within the City and region. The position works collaboratively with the Director and Deputy Director of Planning and Zoning and coordinates closely with Community Development & Innovation, Engineering, and Public Works and other City departments. The position engages with Regional, State and Federal organizations to identify transportation challenges and possible solutions and further promotes the implementation of best management practices for mobility within the City. *Full job description attached.

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a bachelor's degree from an accredited four-year college or university with major coursework in transportation, urban, or regional planning, transportation/traffic engineering, or a closely related field and four (4) years of professional transportation planning/engineering experience. Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work. Public sector experience preferred.

Posted: 09/14/2026

Deadline: **Until Filled**

Finisha I. Bennett

Finisha I. Bennett, SHRM-SCP, MA, MJ
Deputy Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	**TRANSPORTATION PLANNER**	**Job Code:**	783
Core Comp Group	**ADMINISTRATIVE**	**FLSA:**	**EXEMPT**
Pay Grade:	**118**	**SOC Code:**	**19-3099**
Effective Date	**09/01/2026**	**Revision A:**	
Revision B:		**Revision C:**	**MWatson 09/02/2026**
FOR DEPARTMENTAL/OFFICE USE ONLY			
Dept.	**Planning and Zoning**	**Dept. #**	**451**
Location:	**City Hall Building**	**EM Status:**	
Reports To:	**Director of Planning and Zoning**		

Summary Objective

Under general supervision, the Transportation Planner supports or leads various plans, studies, programs and projects in order to facilitate improved transportation conditions for transit, pedestrians, bicyclists and automobiles within the City and region. The position works collaboratively with the Director and Deputy Director of Planning and Zoning and coordinates closely with Community Development & Innovation, Engineering, and Public Works and other City departments. The position engages with Regional, State and Federal organizations to identify transportation challenges and possible solutions and further promotes the implementation of best management practices for mobility within the City.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Assist in the development, implementation and updates of various transportation plans, programs, policies, and procedures.
- Oversee the review of development-related traffic studies and oversight of recommendations.
- Develop and present complex transportation planning studies, conduct site and policy background research to obtain information for the preparation of staff reports, correspondence, policy and procedure documents, and presentations to management and/or governing bodies
- Serve as a dedicated point of contact for neighborhood transportation requests including but not limited to pedestrian & bicycle safety and accommodations, traffic flow, congestion, and traffic calming.
- Collaborate with public and private agencies at the county, local, state and federal levels, with elected officials, and the public at large, while serving as a representative of the City on various boards and committees.
- Study and make recommendations for programmatic revisions designed to ensure transportation programs are efficient and responsive to the City's Comprehensive Plan, through coordination with neighborhoods, task forces, working groups, and representatives of other agencies.
- Attend and participate in public hearings related to planning and transportation issues, public relations efforts, makes presentations to inform the public about planning and transportation projects and programs.
- Research, interpret, analyze, and comment on a wide variety of technical documents, studies, and practices, including legislation relating to transportation and environmental impact matters. Perform technical plan review for City and County initiated roadway and transportation projects.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

- Interpret data from traffic modeling software, geographic information systems, or associated databases.
- Recommend transportation system improvements or projects, based on economic, population, land-use, or traffic projections.
- Interact and communicate with the immediate supervisor, other City department heads and personnel, City officials, City Council, co-workers, developers, community leaders, Planning Commission and Zoning Board of Appeals members, consultants, news media, neighborhood associations, and the general public. Attend meetings, training, conferences, seminars, etc., as necessary to maintain knowledge of current trends, legislation and technology in the field of transportation planning and development. Perform other directly related duties consistent with the role and function of the classification. May be designated to report to work during hazardous weather or emergency conditions. Attend City Council, Planning Commission and other public meetings as may be required. Perform related work as may be required.

Knowledge, Skills and Abilities

- Knowledge of transportation planning principles, concepts, standards, and practices
- Knowledge of the principles, practices, and funding sources for transportation planning, programs, and projects and practices of program and project management.
- Ability to conduct analytical studies, evaluate alternatives, and make sound recommendations
- Apply statistical research methods to the collection and tabulation of data affecting public planning initiatives.
- Prepare and present planning research studies and technical data regarding transportation planning projects.
- Perform complex technical writing and organization assignments and develop presentations.
- Understand the organization and operation of the Local, Regional, State and Federal organizations.
- Effectively represent the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgement within general policy, procedural, and legal guidelines.

Minimum Education and Experience Requirements

- Requires a bachelor's degree from an accredited four-year college or university with major coursework in transportation, urban, or regional planning, transportation/traffic engineering, or a closely related field and four (4) years of professional transportation planning/engineering experience.
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.
- Public sector experience preferred.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Ability to perform sedentary work and sit for extended periods of time.
- Required to regularly stand, walk; talk or hear, both in person and by telephone; use hands to finger and handle or feel objects or controls.
- Regularly required to stoop, kneel, grasp, reach, balance, bend, twist, push, pull, and crouch. May require exerting up to 10 pounds of force on a recurring basis.
- Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus. Requires visual acuity and visual perception to prepare and analyze data; compile reports, presentations, charts, and detailed materials; operate a computer; and do extensive reading.
- Clarity of speech and hearing or other communication capabilities to enable the employee to follow instructions and communicate effectively.
- Manual dexterity to enable the employee to operate a personal computer and related equipment using repetitive motion and/or substantial movements of the wrists, hands, and fingers.

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- Must be able to drive to and from different locations, as necessary.

Unavoidable Hazards (Work Environment)

- *Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.*
- Bright/dim lights
- Extreme heat and/or cold; wet or humid conditions
- Extreme noise levels
- Animals/wildlife; traffic; moving machinery
- Vibration; fumes and/or noxious odors.
- Skin irritants, dusts, dirt and pollen
- Uneven terrain
- Toxic/Caustic chemicals.
- Chemical/Biological agents

Special Certifications and Licenses

- Valid South Carolina Driver's License

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.