



JOB TITLE:	SENIOR PLANNER	DIVISION:	DISTRICT - PLANNING
REPORTS TO:	DIRECTOR OF PLANNING	EEO CATEGORY:	02-PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general supervision, of the Planning Director and Principal Planners, manages projects and performs work tasks to support the Service Planning, Financial Analysis element and the Operations, and Compliance Planning elements of the department’s work program. Work tasks include, but are not limited to: performs complex and involved bus and ferry transit and bridge operations analyses, planning or financial feasibility and fare/toll studies, prepares documentation for compliance documents such as the Short Range Transit Plan and the National Transit Database (NTD). Coordinates the District’s data streams using data collected from sources such as GFI, Clipper, HASTUS automated scheduling system, automatic passenger counts Bridge traffic data, and manually collected data. Coordinates changes to the District’s routes and fares in the Clipper system. Conducts environmental reviews related to the District’s transit projects, and reviews and comments on environmental documents from other agencies related to programs or improvements affecting the District’s transit and bridge operations. Analyses possible environmental impacts that could result from proposed changes to the District’s transit or bridge pricing or transit and traffic operations. Investigates and analyzes various capital projects including general and site-specific facilities and land-use planning for bridge, transit, or transit-related properties. Meets with local transit and transportation agencies and consultants to collect or review bridge and transit information, data, and specifications. Researches and interprets applicable local, state, and federal laws and regulations relating to transportation, planning, or environmental permit activities. May supervise and assign work to Associate Planners as directed.

Essential Responsibilities

- Researches, compiles, analyzes and interprets complex technical, demographic, economic, financial and other statistical data for the development of various transit plans and projects such as the District's transit service plan, transit capital improvement program, proposed bridge toll or transit fare changes
- Monitors and evaluates transit service performance and patterns of bridge traffic and transit service patronage, including the use of computer techniques or models where appropriate
- Prepares, or supervises preparation of, routine evaluations of the efficiency and effectiveness of bus and ferry routes and schedules, major transit facilities and bus stops. Recommends specific improvements based on these evaluations

- Coordinates preparation of the District's Short-Range Transit Plan and other federal and state required reports, including the organization of meetings between various staff providing input to these reports
- Leads teams of planning and other staff working on planning projects. Coordinates outreach activities with internal and external stakeholder groups. Develops project staffing requirements and timelines
- Prepares official recommendations and informational reports for consideration by the general public, the District's Board of Directors, technical staff of the District or other agencies and other groups on technical and planning subjects. Prepares or assists with verbal presentations to staff groups, public groups, and the boards of local municipalities and advises District personnel on matters related to interactions with these groups
- Supports and coordinates staff responsibilities with regard to monthly meetings of the District's Service Review Committee and other internal and external coordination meetings as directed
- Acts, when directed, as liaison between the District and other agencies on planning matters by reviewing outside reports, attending meetings, drafting correspondence and providing technical information to public agencies and other transit groups. Communicates with the general public on technical matters related to service and facility planning and District data
- Supervises or provides staff support and coordination to certain advisory groups to the District, including some or all of the District's three Passenger Advisory Committees (Bus Passengers Advisory Committee, Ferry Passengers Advisory Committee, and Advisory Committee on Accessibility)
- Analyzes short- and long-range transit supply and demand forecasts and studies based on available travel data, community surveys, U.S. census data and traffic or development reports from cities served by GGBHTD, and may perform travel demand forecasts based on planned changes to the District's transit service, transit fares or Bridge toll programs.
- Performs geographical and demographic analysis of the District's bus and ferry passengers and Bridge users and non-users.
- Participates in public meetings and hearings; may provide technical information to Director of Planning for Board of Directors Committee and Board meetings
- Performs other related duties as required or assigned.
- Knows and follows the safety and health rules and safe working practices applicable to the position.
- Regular and reliable attendance and performance is required

Required Knowledge, Skills and Abilities

Working knowledge of:

- Systems analysis, principles, practices and purposes of transit planning, statistical and research methods, bus, ferry and rail transit operations and development, and economics, financial analysis and budgeting
- Project development
- Team building and coordination of project development with internal and external stakeholder groups
- Federal, state and local regulations related to transit operations



Ability to:

- Solve problems at both the micro- and macro-level
- Demonstrate excellent verbal and written communication skills, with an emphasis on technical report writing
- Use computer systems routinely and effectively
- Collect, analyze and interpret transit operations data
- Analyze and make financial and operational recommendations as needed
- Demonstrate skill in using planning and research methods
- Proficiently use personal computers, including spreadsheets, statistical analysis and database software
- Perform statistical analysis
- Prepare concise reports and to display data graphically
- Prioritize multiple tasks and organize schedules to meet District requirements
- Communicate professionally and effectively, both orally and in writing
- Work professionally and productively with all encountered in the course of work, including personnel in governmental agencies, local authorities, consultants, the general public, and District staff

Minimum Qualifications

Education and/or Experience:

A combination of college level training and position related experience equivalent to:

- Four-year degree in, Planning, Engineering, or related field; additional education may be substituted in lieu of experience. Master's degree is desirable.
- Five years of recent transportation planning, or related experience, including a demonstrated ability to take on greater responsibility, with independent oversight skills and development responsibility for substantial projects.
- Experience with transportation demand and traffic modeling is desired
- Ability to manipulate plan sheets in PDF-format is desired

Required License:

Desirable to possess and maintain current, valid California Driver's License and satisfactory driving record. Position occasionally travels to other District offices and meetings using District vehicles.

Physical Requirements:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities. Ability to observe field operations and collect data as required. Ability to attend and speak at meetings outside of the District and transport related handouts, displays, and other materials as required