



Title: Assistant General Manager of Planning and Transit System Development

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

This classification is responsible for coordinating all transit and service planning throughout the District and ensuring comprehensive plans that are consistent at all levels. This position provides direction and management over assigned functional areas such as strategic/long range planning, service/short range planning, real estate/joint development, ADA/DECAT, accessible services/customer advocacy and other assigned areas of responsibility. Serves as a key advisor to the General Manager/CEO and RT Board of Directors on transit planning and development matters.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Under executive direction of the General Manager/CEO, plans, organizes, directs and coordinates the District’s long-range planning, short-range planning, real estate acquisition/disposition, and joint development functions, ADA paratransit service contracting and certification issues and DECAT liaison, and accessible services/customer advocacy functions. Serves as a member of various teams and committees. Represents the General Manager in a variety of capacities as assigned. Chairs the Service Evaluation Review Committee. Formulates policies, procedures, and practices for the assigned functional areas within the Planning Division and makes recommendations to the General Manager.	50%
2	S	Strategic (long range) Planning functional area: Works with District staff, local officials, commissions, and other organizations to develop long range plans to provide service to meet the transportation needs in the service area. Manages and directs the development of long range transportation plans including but not limited to new rail starts, bus expansion, bus and rail service integration, vehicle and facilities plans, and facility site/location decisions. Oversees long-term development projects from planning/funding development to the preliminary engineering phase.	9%



3	S	Service (short range) Planning functional area: Plans, organizes, directs, and coordinates the full range of duties related to developing the District’s short range service plan, including routes, service days and span of service, and frequency. Monitors service performance and ridership.	9%
4	S	Real Estate/Joint Development functional area: Plans, organizes, directs, and coordinates the full range of duties related to the acquisition and disposal of real property and related rights, and related to land use and development involving District property.	9%
5	S	ADA/DECAT functional area: Plans, organizes, directs, and coordinates all duties relating to overseeing ADA service contracting, ADA intake and serves as DECAT liaison.	9%
6	S	Accessible Services/Customer Advocacy functional area: Plans, organizes, directs, and coordinates accessible services and customer advocacy functions.	9%
7	S	Represents the District at national, state, and local conferences. Consults with other government agencies, the business community, and private organizations to explore new ideas and resolve issues. Establishes and maintains an effective system of communications throughout the organization. Performs related duties as assigned.	5%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Business Administration, Public Administration, Planning or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of ten (10) years of progressively responsible management experience in planning for public transit services at various levels and time frames.
Supervision	Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position as district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares agency financial statements and budget reports.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.



Certification & Other Requirements

KNOWLEDGE

- Policies, procedures, and functions of the District
- Laws, ordinances, rules, regulations, and codes applicable to the functional areas assigned
- Budget development and administration
- Governmental function, organization, and relationships
- Public transit planning methods, techniques and issues
- Funding sources, procedures, rules, and regulations
- Real estate acquisition/disposal processes, transit oriented joint development issues
- Principles of management, supervision, and training

SKILLS

- Advanced word processing, spreadsheet, presentation and database software
- Specialized software related to functional area

ABILITIES

- Plan, organize, direct, coordinate, and supervise work and staff engaged in the assigned functional areas
- Gather, assemble, analyze, and evaluate facts evidence, data, and other information in order to draw reasonable and fair conclusions and make sound decisions
- Interpret and apply laws, rules, regulations, and legal precedents impacting the assigned area
- Serve as an advisor to the General Manager
- Analyze and resolve a variety of complex organizational, staffing, and related issues
- Maintain comprehensive records and reports
- Prepare clear and concise written and oral reports
- Communicate effectively, both orally and in writing
- Establish and maintain cooperative working relationships



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “X”-

Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations; Observing work site; Communicating with co-workers
Sitting	F	Desk work; Meetings
Walking	F	To other departments/offices; Around work site
Lifting	O	Supplies; Files
Carrying	O	Supplies; Files
Pushing/Pulling	F	File drawers
Reaching	F	For supplies; For files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; Calculator
Kneeling	R	Filing in lower drawers
Crouching	O	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	F	From computer to telephone; Getting inside vehicle
Climbing	O	Stairs
Balancing	R	On step stools
Vision	C	Reading; Computer screen; Driving; Observing work site
Hearing	C	Communicating via telephone/radio to co-workers/public
Talking	C	Communicating via telephone/radio to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	Nq

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.