



**Title: Director, Planning**

FLSA Status: Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to direct and supervise the development of short range and long range transit plans. This is accomplished by developing fleet management plans, coordinating service planning and public support/outreach activities, supporting capital projects, supporting contract performance, and directing and supervising staff. Other duties may include participating in special planning work groups and committees, creating development guides, and staying abreast of current development plans, regional demographics, and state/local activities as these might relate to RT capital plans.

**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.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> 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	Supports capital projects by serving as the liaison with outside agencies, directing and supervising staff in special studies, analyses, and project reviews, reviewing and directing staff responses to public inquiries, providing status reports to management on current projects, and participating in joint planning meetings with stakeholders.	15%
2	S	Provides direction and supervision of short range planning by reviewing staff reports, initiating special studies and directing the analysis of transit use by bus and light rail, facilitating strategy meetings, making recommendations and suggesting modifications to management, and reviewing impending grant requests for funding.	20%
3	S	Coordinates project development by reviewing and researching existing information and board actions, drafting Requests for Proposals, preparing issue papers, consulting with departments, directing staff in contract development activities, and interviewing proposals and making recommendations to management.	20%
4	S	Provides direction and supervision of long range planning by reviewing staff reports, reviewing, modifying, and approving development, regional general and special area plans, facilitating strategy sessions regarding planning policy, reviewing the analysis of grant programs and grant requests, coordinating special studies,	20%



		and writing, reviewing, and approving issue papers.	
5	S	Oversees public support activities by coordinating staff participation and attendance, participating on special study panels and working groups, providing testimonies on transportation projects at meetings, and serving as the department representative for outside agencies.	10%
6	S	Manages grant planning activities including identification of grant opportunities as appropriate for capital and operating needs. Preparation of grant strategy for major project and preparation of grant applications.	15%

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Transportation 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 seven (7) years of experience in transit planning, including three (3) years of supervisory experience.
Supervision	Work involves problem solving and mediating highly conflicting, unexpected and unusual problems involving multiple groups. Applies broad management responsibility for a large program or set of related functions. Provides direct and indirect supervision to lower level personnel.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: 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 has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between



	budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.
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	

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Functions and responsibilities of a regional transit District and its planning activities.</li> <li>• Techniques used in the development and amendment of general transportation plans. Statistical and research methods as applied to public transportation planning.</li> <li>• Transit lines and schedules of the District.</li> <li>• Laws, ordinances, rules, and regulations affecting public transit.</li> <li>• Sources of federal, state, and local funding for public transportation.</li> <li>• Principles and practices of environmental planning and development.</li> <li>• Principles and techniques of personnel management and supervision.</li> <li>• Applicable Federal, State and pertinent local laws and ordinances, including the California Environmental Quality Act and its guidelines and the National Environmental Policy Act.</li> <li>• Project management, analysis, and evaluation.</li> <li>• Statistical concepts and methods.</li> <li>• State, federal, and local grant programs including the regulations guiding the programs.</li> </ul>

<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Advanced word processing, spreadsheet, presentation and database software.</li> <li>• Specialized software related to functional area.</li> </ul>



**ABILITIES**

- Develop and administer a project budget.
- Establish, monitor, and control projects and schedules.
- Plan, organize, supervise, and review the work of staff and consultants.
- Provide technical advice to professional and technical staff in solving complex environmental issues, regulations and compliance problems.
- Supervise the collection, analysis, and interpretation of environmental data and information.
- Participate in technical research on planning, environmental, economic, and transportation problems.
- Recognize problems, perform research, analyze, and evaluate complex environmental data, prepare reports, and develop recommendations.
- Develop alternatives and resolve conflicts among competing interests.
- Communicate clearly and concisely, orally and in writing; make presentations before large and small groups.
- Conduct meetings and lead discussions.
- Establish and maintain effective, cooperative working relationships with professional and technical staff, consultants, various governmental agencies, and the general public.
- Interpret and apply Federal, State and local policies, procedures, laws, ordinances and regulations.
- Perform professional work with minimal supervision.
- Negotiate and develop contracts and agreements.
- Analyze and solve program and/or technical problems/issues and take appropriate corrective action.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	Very Heavy
<b>X</b>				
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	F	O	R	N
<b>Continuously</b> 2/3 or more of the time.	<b>Frequently</b> From 1/3 to 2/3 of the time.	<b>Occasionally</b> Up to 1/3 of the time.	<b>Rarely</b> Less than 1 hour per week.	<b>Never</b> Never occurs.

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; communicating with co-workers
Sitting	F	Desk work; meetings
Walking	O	To other departments/offices
Lifting	R	Supplies; files
Carrying	R	Supplies; files
Pushing/Pulling	R	File drawers; tables and chairs
Reaching	R	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	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	O	From computer to telephone
Climbing	O	Stairs
Balancing	N	
Vision	F	Reading; computer screen
Hearing	F	Communicating via telephone/radio; to co-workers/public
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	N	
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Fax machine and computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> 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	R
Physical Danger or Abuse	N
Other (see 1 below)	N

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

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Hardhat and reflective vest

**NON-PHYSICAL DEMANDS:**

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

(2) Attending contentious meetings and hearings

**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.