



Title: Principal Planner

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to support the development, direction and review of short and long-range transit plans and projects and to provide expert advice. This is accomplished by supervising staff, reviewing environmental reports, interfacing with officials in facilitating projects, coordinating and supervising special studies and requests, supervising staff in the collection of data, and implementing automated data collection systems in the development of transportation plans, fleet management, station area planning and supporting analysis. Other duties include participating in special planning work groups and committees, staying abreast of major development plans, regional demographics, state and local activities regarding environment, air quality, and global climate change, and maintaining knowledge of local city and county zoning codes, legislation and regulations affecting planning activities.

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	Supports capital projects by serving as the liaison with the outside agencies, providing planning information and status reports to managers, supervising staff performing special studies, analyses, major capital projects, and project reviews, reviewing and editing responses to public inquiries regarding environmental impact reports, project development and service changes, and participating in planning meetings with stakeholder agencies and other departments.	25%
2	S	Coordinates service planning by supervising line personnel in data collection, statistical analysis, and special surveys, reviewing the development and submission of information to the National Transit Database, analyzing the effect proposed route and service changes will have on ridership, finding the correlation between service planning activities and short and long-range projects, and reviewing staff reports and recommendations on route performance and changes, seasonal variations, and effects of special events.	25%



3	S	Supervises short-range planning by reviewing the analysis of transit use by bus and light rail, facilitating meetings regarding route structure, ridership, and performance indicators, reviewing the relevancy of grant requests for funding, researching and proposing project development grants for new capital projects, and supervising staff and contractors conducting planning studies and developing projects.	20%
4	S	Supervises strategic planning by reviewing staff reports and reviews regarding land use, transportation plans, routine development plans, regional general plans, and special area plans, discussing planning policy with staff as it pertains to special studies, geographic analyses, land use, and transit-oriented development, supervising and reviewing analysis of grant programs/requests and special studies on land use, demographics, and transportation system development, writing, reviewing, and approving issue papers, coordinating with the Finance Department in developing grant submissions, and reviewing the Metropolitan Transportation Plan.	20%
5	S	Performs supervisory responsibilities by coordinating staff participation and attendance at various public meetings, monitoring and reviewing time and attendance, providing feedback on employee performance, monitoring the budget and ensuring compliance, providing employee training, attending and participating in conferences, special events, and public outreach activities, disseminating information as requested or needed, and preparing presentations for the Board of Directors and management.	10%

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 Planning, Environmental Studies, 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 five (5) years of experience in urban planning, land use regulations and transportation. Two (2) years of supervisory experience is preferred.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.



Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
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	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
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
<ul style="list-style-type: none"> • Functions and responsibilities of a regional transit District and its planning activities. • Techniques used in the development and amendment of general transportation plans. • Statistical and research methods as applied to public transportation planning. • Transit lines and schedules of the District. • Laws, ordinances, rules, and regulations affecting mass public transit planning. • Sources of federal, state, and local funding for public transportation. • Principles and practices of environmental planning and development. • Principles and techniques of personnel management and supervision. • Applicable Federal, State and pertinent local laws and ordinances, including the California Environmental Quality Act and its guidelines and the National



- Environmental Policy Act.
- Project management, analysis, and evaluation.

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

- 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
X				
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
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never 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/office equipment
Lifting	R	Files; supplies
Carrying	R	Files; supplies
Pushing/Pulling	R	File drawers; tables and chairs
Reaching	R	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; calculator; telephone pad
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 with co-workers and public and on telephone
Talking	F	Communicating with co-workers and public and on telephone
Foot Controls	N	
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, calculator, scanner, 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)	N

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Hardhat and reflective vest while on-site

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	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) 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.