



**Title: Senior Planner**

FLSA Status: Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to lead planning and special project activities, and take lead roles in planning, public involvement, environmental, financial, and other activities related to grant-funded projects, service planning and/or special planning projects. This is accomplished by leading the strategic planning group in the review of development projects and undertaking special projects, supervising the development project review process, reviewing and providing input related to land use and transportation plans and preparing conditions of approval. The position may involve leading the service planning group, analyzing service ridership, route structures, responding to public inquiries on behalf of RT, making decisions to solve problems, representing the District at public meetings, and overseeing data collection.

**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>	<b>(L) Light</b>	<b>(M) Medium</b>	<b>(H) Heavy</b>	<b>(V) Very Heavy</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.

#	Code	Essential Functions	% of Time
1	S	Oversees the strategic planning development project review process by reviewing new projects, assigning projects to planning staff, coordinating response with other agencies, presenting information/findings with community groups, and reviewing responses and submissions to appropriate agencies. May oversee service planning, initiating research and data collection activities as directed.	35%
2	S	Manages special projects by developing scopes of work, budgets, and schedules, supervising and coordinating data collection, coordinating and reviewing land use modeling, assisting other divisions with contract management, participating on committees and in public outreach, and preparing and presenting reports.	40%
3	S	Manage and/or determine type of environmental documentation needed. Manage and/or prepare environmental documents in compliance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). Coordinate and prepare findings of fact and statements of overriding consideration for adoption or certification of environmental reports. Manage and/or prepare and implement mitigation monitoring plans. Coordinate management of monitoring of construction sites and maintenance requirements.	15%



4	S	Supervises by assigning general duties to staff, overseeing work performance, coordinating training opportunities, mentoring, and providing direction in conducting research, preparing reports and making presentations.	10%
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**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of college resulting in a Bachelor's degree or equivalent in Planning, Environmental Studies or a related field.  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.
Experience	A minimum of three (3) years of experience in planning.
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 limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.
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**

- Database principles (coding, relationships, file and table structures, queries).
- Data collection techniques in transportation (via GFI, ride checkers, survey methods, etc.).
- Service planning principles and metrics used to evaluate performance.
- Statistical sampling methods.
- Differences between costing methods (direct, total) and when to use them.
- Cost allocation model factors and route measurement methods.
- Critical path method in approaching a project.
- Local agencies applicable planning laws, zoning regulations, and adopted plans.
- Transit planning and land use planning principles and practices.
- National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) requirements and regulations.
- Project management procedures and process.
- Principles and practices of supervision.
- Basic communication skills.
- Public participation process and sources of vital information.
- Administrative guidelines and manuals related to programs and policies.

**SKILLS**

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

**ABILITIES**

- Perceive, understand, and respond to the different needs of various stakeholders.
- Identify best way to infer or dismiss a hypothesis using the data available.
- Enhance the skills of team members in the use of applications and in developing applications.
- Organize presentations to various groups regarding transit plans, strategy, etc.
- Interact with the public either one-on-one or with a large group.
- Instruct others on the use of the input application.
- Design a process to complete a defined objective.
- Assess capabilities of team members with an eye toward assigning tasks.
- Design survey and count strategy that will meet the objectives desired.
- Establish the validity of conclusions when the source data is questionable.



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- Identify and respond to competing agendas among stakeholders.
  - Go from source data to report information.
  - Match team needs with individual goals.
  - Keep track of changes to federal and state environmental laws and regulations.



**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>	<b>Frequently</b>	<b>Occasionally</b>	<b>Rarely</b>	<b>Never</b>
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	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	C	Making presentations, observing work site, observing work duties, communicating with co-workers
Sitting	C	Desk work; meetings; driving
Walking	C	To other departments/offices; around work site
Lifting	O	Supplies; equipment; files
Carrying	O	Supplies; equipment; files
Pushing/Pulling	C	File drawers; equipment; tables and chairs
Reaching	C	For supplies; for files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	C	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	C	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	O	Under equipment
Bending	C	Filing in lower drawers; retrieving items from lower shelves/ground; making repairs
Twisting	C	From computer to telephone; getting inside vehicle
Climbing	F	Stairs; step stools
Balancing	O	On equipment; on step stools
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	C	Communicating via telephone/radio; to co-workers/public
Foot Controls	F	Driving
Other (specified if applicable)		None

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

Telephone, fax machine, copier, vehicle, 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	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:**

None

**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	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
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)	N/A

(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.